



PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (GEPs)

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7385800
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 20-12-0019 / PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES
Area of Delivery Metro Manila

Solicitation Number:	20-12-0019	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	24/12/2020
Approved Budget for the Contract:	PHP 982,798.05	Last Updated / Time	23/12/2020 13:49 PM
Delivery Period:	15 Day/s	Closing Date / Time	31/12/2020 17:00 PM
Client Agency:			
Contact Person:	Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Unit, Rm 123 Mabini Hall Bldg., J.P. L Malacañang Complex, San Miguel Manila Metro Manila Philippines 1005 63-2-87844286 Ext.4601 63-2-87844286 procurement_unit@malacanang.gov.ph		

Description

A) REQUEST FOR QUOTATION

1. 522 packs Battery Dry Cell, AA (2 pcs/pack)
2. 138 packs Battery Dry Cell, AAA (2 pcs/pack)
3. 208 pieces Record Book, 300 pages, size: 214mm x 278mm min
4. 28 pieces Record Book, 500 pages, size: 214mm x 278mm min
5. 1,966 boxes Clip, Backfold, 25mm
6. 1,130 boxes Clip, Backfold, 32mm
7. 387 boxes Clip, Paper small
8. 23 boxes Envelope, documentary A4 size (500 pcs/box)
9. 492 boxes Fastener, Metal, 70mm between prongs (50 sets/box)
10. 102 boxes Pencil, lead with eraser, 12 pcs/box
11. 1,000 pieces Sign pen, black, liquid/gel, 0.5mm needle tip
12. 1,000 pieces Sign pen, blue, liquid/gel, 0.5mm needle tip
13. 654 pieces Sign pen, red, liquid/gel, 0.5mm needle tip
14. 2,826 rolls Tape, transparent, width: 24mm (A±mm)
15. 408 rolls Tape, transparent, width: 48mm (A±mm)

16. 206 rolls Twine, plastic (1 kilo/roll)

17. 2,200 reams Copy, Paper, Legal size: 8.5x13 inches, 80gsm min.

Packaging: 500 sheets per ream, each ream shall be packed using 80gsm (min) kraft or coated/uncoated white book paper and containing markings or information as to recommended usage; 5 reams per box.

*To submit sample items for approval by the end-user.

*Delivery Period: 15 working days after receipt of approved PO

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
Head, Procurement Management Service
Office of the President
M-123 Mabini Hall, J.P. Laurel St.,
Malacañang Complex,
San Miguel, Manila

Tel. No. (02) 8249-8310 local 4601 or 8238

Fax No. (02) 8249-8310 local 4709

Email Address:

procurement_unit@malacanang.gov.ph

opprocurementunit@op-proper.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit (Attach compliance to the conditions of the permit)

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: AMO - Supply & Property Management Division, Mabini Hall, Malacañang, Manila
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

Created by Patricia Kaye Lorio Amate

Date Created 23/12/2020

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