



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7683756
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 21-04-0361 / PROCUREMENT OF OFFICE SUPPLIES WITH PRINTING SERVICES
Area of Delivery Metro Manila

Solicitation Number:	21-04-0361	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	12/05/2021
Approved Budget for the Contract:	PHP 288,804.74	Last Updated / Time	11/05/2021 08:48 AM
Delivery Period:	20 Day/s	Closing Date / Time	17/05/2021 17:00 PM
Client Agency:			
Contact Person:	Lovely Mae Gallardo Pagdilao Presidential Staff Assistant Procurement Management Service, Rm 123 Mabini Hall J.P. Laurel St., Malacañang, San Miguel, Manila Metro Manila Philippines 1005 63-2-82498310 Ext.8238 63-2-87844286 pmas@op-proper.gov.ph		

Description

Title of the Project: Procurement of Office Supplies with Printing Services under PR No. 21-04-0361 dated April 30, 2021

A) REQUEST FOR QUOTATION

1. 136 boxes Envelope, Mailing, with OP, 500 pcs per box, 90 gsm
2. 127 pads Pad, Memo 1/4 with OP Letterhead
3. 761 pieces Box, Storage, Medium (corrugated) with die cutting, 175 lbs B-flute, glued point, with black print, dimension with string: Length 17 inches, width 7 1/2 inches, Height 10 1/2 inches
4. 2531 pieces Envelope, Documentary with OP letterhead, A4
5. 1212 pieces Box, Storage, Large (corrugated) with die cutting, 175 lbs B-flute, glued point, with black print, dimension: Length 17 inches, Width 12 inches, Height 10 1/2 inches

Note: To submit sample design for approval by the end-user.

Delivery Period: 20 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 8238 or 8297

Fax No. (02) 8249-8310 local 4709

Email Address:

pmas@op-proper.gov.ph

pmas@malacanang.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)
3. Income/ Business Tax
4. Omnibus Sworn Statement (Original Copy upon award)

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.
- Please use the RFQ template provided by the Office of the President (OP). In case you submit your own template and there is conflict between the two (2), the OP RFQ- template shall prevail.
- If your eligibility documents are about to expire or has conditions to comply, please attach an Affidavit of Undertaking.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: AMO Building – 227 San Rafael St., Malacañang , San Miguel , Manila
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

Created by Lovely Mae Gallardo Pagdilao

Date Created 11/05/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.