



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8021184
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / PR 21-09-1137 / PROCUREMENT OF MULTI-COPY PAPERS (A4 AND 8.5" X 13")
Area of Delivery Metro Manila

Solicitation Number:	21-09-1137	Status	In-Preparation
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 Equipment Supplies and Consumables	Date Published	23/09/2021
Approved Budget for the Contract:	PHP 862,649.88	Last Updated / Time	22/09/2021 14:02 PM
Delivery Period:	15 Day/s	Closing Date / Time	29/09/2021 17:00 PM
Client Agency:			
Contact Person:	Rheajane Chu Saavedra Presidential Staff Officer II Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel Malacañang, Manila Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 63-- pmas@op-proper.gov.ph		

Description

Title of the Project: Procurement of Multi-Copy Papers (A4 and 8.5" x 13") under PR No. 21-09-1137

A) REQUEST FOR QUOTATION

1. 2837 ream Paper, Multicopy, A4 size: 210mm x 297mm, 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

2. 899 ream Paper, Multicopy, Legal size: 8.5" x 13", 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

Delivery Period: Fifteen (15) Calendar Days

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 Numbers: (02) 8249-8310 local 8238 and 8297

Email Address:
 pmas@malacanang.gov.ph
 pmas@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
3. TIN

•Scan the Documents in a manner that the entries are legible/readable.
 •Please specify brand

NOTE: Please use the RFQ template provided by the Office of the President. In case you submit your own template and there is conflict between the two (2) the OP RFQ template shall prevail.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: Assets Management Office (AMO) Building, 227 San Rafael Street, Malacañang, San Miguel, Manila
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any

Created by Rheajane Chu Saavedra
Date Created 22/09/2021

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