



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8084994  
**Procuring Entity** OFFICE OF THE PRESIDENT  
**Title** RFQ / 21-08-1023 / PROCUREMENT OF OFFICE SUPPLIES WITH PRINTING SERVICES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	21-08-1023	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	15/10/2021
<b>Approved Budget for the Contract:</b>	PHP 307,208.48	<b>Last Updated / Time</b>	14/10/2021 14:06 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	21/10/2021 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel, Manila Metro Manila Philippines 1005 63-2-87844286 Ext.4601 63-2-87844286 pmas@malacanang.gov.ph		

#### Description

TITLE OF THE PROJECT: Procurement of Office Supplies with Printing Services under PR No. 21-08-1023

#### A) REQUEST FOR QUOTATION

- 846 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 ½ inches
- 456 pieces Box, Storage, Large (corrugated) with die cutting 175 lbs B-flute, glued point, plain, dimension: Length 17 inches, Width 12 inches, Height 10 ½ inches
- 596 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 ½ inches, Height 10 ½ inches
- 44 boxes Box, Storage, Medium (corrugated) with die cutting, 175 lbs B-flute, glued point, plain, dimension with string: Length 17 inches, Width 7 ½ inches, Height 10 ½ inches
- 2,114 pieces Envelope, Documentary with OP letterhead, A4
- 198 boxes Envelope. Mailing, with OP, 500 pcs per box, 90 gsm
- 66 pads Pad, Memo ¼ with OP Letterhead

#### NOTE:

\*To submit sample to be approved by the end-user

Delivery Period: Fifteen (15) working days after receipt of the 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 8297 or 8238

Email Address:

pmas@op-proper.gov.ph

pmas@malacanang.gov.ph

#### C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

- Latest/updated/valid PhilGEPS Registration Certificate
- 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.
- 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.

#### D) INDICATE IN YOUR QUOTATION THE FOLLOWING

- Terms of Payment:
- Warranty:
- Place of Delivery: AMO - Supply & Property Management Division, New AMO Building, San Rafael Street, Malacañang, San Miguel, Manila
- Delivery Period:
- Price Validity Period:
- Stock Availability:
- Certificate of Exclusive Distributorship, if any
- Specify Brand
- TIN

**Created by** Patricia Kaye Lorio Amate

**Date Created** 14/10/2021