



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8085266
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 21-09-1140 / PROCUREMENT OF OFFICE SUPPLIES
Area of Delivery Metro Manila

Solicitation Number:	21-09-1140	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 Equipment Supplies and Consumables	Date Published	15/10/2021
Approved Budget for the Contract:	PHP 299,520.00	Last Updated / Time	14/10/2021 14:49 PM
Delivery Period:	7 Day/s	Closing Date / Time	21/10/2021 17:00 PM
Client Agency:			
Contact Person:	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 under PR No. 21-09-1140

A) REQUEST FOR QUOTATION

- 1,000 pieces Folder Pressboard – Blue (HR Requirement)
Dimension .2cm x 24cm x 37cm
Non-gloss
Expansion: 1 inch
- 1,000 pieces Folder-Press board – Green (HR REQUIREMENT)
Dimension .2cm x 24cm x 37cm
Non-gloss
Expansion: 1 inch
- 1,000 pieces Folder-Press board – Maroon (HR REQUIREMENT)
Dimension .2cm x 24cm x 37cm
Non-gloss
Expansion: 1 inch
- 6,000 packs FILE DIVIDER – Legal Size (230mm x 337mm)
5 different color per pack (orange, blue, green, yellow and pink)
1 set of 5 pieces
- 75 pieces Storage Box w/Lid Kraft Legal, 16 x 11 x 11 (Black)
Top Cover: 5.2cm x 28.8cm x 40.1cm
Box: 28.2cm x 28cm x 40cm
- 75 pieces Storage Box w/Lid Kraft Legal, 16 x 11 x 11 (Blue)
Top Cover: 5.2cm x 28.8cm x 40.1cm
Box: 28.2cm x 28cm x 40cm

Delivery Period: Seven (7) working days upon receipt of 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

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.
- 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

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: AMO - Supply & Property Management Division, New AMO Building, San Rafael Street, Malacañang, San Miguel, 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 14/10/2021