



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8384575
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 21-07-0051 / PROCUREMENT OF OFFICE SUPPLIES WITH PRINTING SERVICES FOR CY 2022
Area of Delivery Metro Manila

Solicitation Number:	21-07-0051	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Office Equipment Supplies and Consumables	Bid Supplements	0
Approved Budget for the Contract:	PHP 800,341.62		
Delivery Period:	15 Day/s	Document Request List	0
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 pmas@op-proper.gov.ph	Date Published	29/01/2022
		Last Updated / Time	28/01/2022 17:49 PM
		Closing Date / Time	04/02/2022 17:00 PM

Description

A) REQUEST FOR QUOTATION

- 50 piece Box, Storage, Large (corrugated) with die cutting, 175 lbs B-flute, glued point, with black print, dimension: L-17", W-12", H-10 1/2"
- 935 piece Box, Storage, Medium (corrugated) with die cutting, 175 lbs B-flute, glued point, with black print, dimension with string: L-17", W-7 1/2", H-10 1/2"
- 3,834 piece Envelope, documentary, for A4 size, with OP Letterhead
- 1,278 piece Envelope, documentary, for Legal size, w/ OP Letterhead
- 292 box Envelope, Mailing with OP Letterhead, white, legal (500 pcs/box)
- 733 pad Pad, Memo Pad 1/2 w/ OP letterhead
- 624 pad Pad, Memo Pad 1/4 w/ OP letterhead
- 85 ream Letterhead A4 with Malacañang (Seal of the President of the Philippines)

TERMS OF REFERENCE

- Sample design to be approved by the end-user

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:
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)
- Income / Business Tax
- 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.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

- Terms of Payment:
- Warranty:
- Place of Delivery: Assets Management Office (AMO) Building, 227 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 Rheajane Chu Saavedra

Date Created 28/01/2022

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