

## REQUEST FOR QUOTATION

REFERENCE NO.: MR24-05-060

We are inviting all interested suppliers to submit their best quotation for **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND INKS:**

Item	Qty	Unit	Estimated Unit Cost	Estimated Total Cost
Mailing envelope, white, 500 pcs. per box	3	boxes	₱ 120.00	₱ 18,000.00
Highlighter, color: yellow	50	Pcs.	32.00	1,600.00
Highlighter, color: orange	50	Pcs.	32.00	1,600.00
Scissors	30	Pcs.	20.00	400.00
Note pad, 152x101mm, 100 sheets per pad	20	pads	180.00	3,600.00
Epson Ink 003, black, original	7	bottles	420.00	2,940.00
Epson Ink 003, cyan, original	10	bottles	420.00	4,200.00
Epson Ink 003, magenta, original	10	bottles	420.00	4,200.00
Epson Ink 003, yellow, original	10	bottles	420.00	4,200.00
HP Laserjet 204A, black, original	8	carts	3,500.00	28,000.00
<b>Grand Total:</b>				<b>₱51,700.00</b>

**Approved Budget** : ₱51,700.00 (VAT Inclusive)

**Submission of Quotation and Eligibility Requirements** : May 24, 2024

**Mode of Procurement** : Shopping 52.1 (b.)

**Eligibility Requirements** :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Number (certified true copy)

**Note:** In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:  <b>BIDS AND AWARDS COMMITTEE</b> National Development Company 7/F NDC Building, 116 Tordesillas St. Salcedo Village, Makati City Fax: 8840-4862 Attention: BAC Secretariat  <p style="text-align: right;">Reference Number: <b>MR24-05-060</b></p>
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All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government terms
2. Delivery Period – Thirty` (30) calendar days

**(SIGNED)**

**AGM LEOPOLDO JOHN F. ACOT**  
Chairperson, Bids and Awards Committee