

**ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-06-024**

I hereby acknowledge receipt from the **Civil Service Commission (CSC) Caraga Regional Office** of the documents pertaining to the above RFQ:

COMPANY NAME : _____
CONTACT PERSON : _____
ADDRESS : _____
CONTACT NUMBER : _____
E-MAIL ADDRESS : _____

Printed Name & Signature of Dealer/
Authorized Representative

Date



REQUEST FOR QUOTATION

RFQ No:23-06-024

Date:6/9/23

Name of Supplier/Dealer: _____
Address: _____
Contact Number: _____
Philgeps No. _____
TIN _____


Mode of Procurement : Shopping -
Ordinary/Regular Office Supplies &
Equipment (Sec. 52.1.b)

APP Reference: APP No.I FO -SDN , II
ESD, III - SDS and IV- ADS SUPPLIES FOR
AUG. 2023 Examination of 2nd
Supplemental APP

Sir/Madam:

If available in your stock, please quote your lowest price, all taxes included, for the following article/services enumerated below and submit your quotation as soon as possible to this office to the undersigned stating the shortest time which delivery could be made by yourself.

Very truly yours,


ATTY. MARIA JONIKA G. ROMANO
BAC Vice-Chairperson

Terms and Conditions :

1. Price Validity shall be for a period of 30 calendar days from submission of the RFQ.
2. Delivery period within (30 CDs) from receipt of Contract/Purchase Order (PO) or As indicated schedule below.
3. Warranty shall be for a period of six (6) months for supplies and materials ; at least 1 year for equipment or as indicated in the product warranty whichever is longer.
4. Bidders must submit the following documentary requirements:
 - 4.1 Mayor's/Business Permit (to be submitted upon submission of offer)
 - 4.2 PhilGEPS Registration Number (to be submitted upon submission of offer)
 - 4.3 Income/Business Tax Return (for ABCs above PhP 500,000.00) (to be submitted upon submission of offer)
 - 4.4 Omnibus Sworn Statement (for ABCs above PhP 50,000.00) (to be submitted before issuance of Notice of Award)
5. Mode of delivery [] Pick-up; [] Door-to-door delivery at the Civil Service Commission (CSC) Caraga Regional Office, Butuan City.
6. Liquidated Damages : One-tenth (1/10) of one (1) percent of the cost of the undelivered item/s for every day of delay.
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. The CSC Caraga Regional Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016
9. Deadline for submission of quotation shall be on June 14, 2023 at 3:00Pm.
10. Award shall be made on : Per Item Basis Lot/ Package Total Quoted
11. Please put check (/) mark if your product/service is compliant with the technical specifications/terms and

Your Quotation Must be Sealed

**ABC : One Hundred Eighty Three Thousand Four
Hundred Forty Eight Pesos Only (P183,448.00)**

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
			FO -SDS			
1	70	pcs	Expanded Plastic Envelope with handle and name tag (GREEN)			
2	70	pcs	Multi Mark Permanent Marker (ohp, CD. Glass.plastic.metal etc) Black & fine			
3	70	pcs	White folder Long			
4	70	pcs	Correction Tape (8M X 5MM)			
5	120	pcs	Ballpen (black)			
6	2	liter	Glue			
7	90	pcs	glue small bottle (atleast 40ml)			
8	76	pcs	STAMP PAD, felt pad, (small)			
9	6	bottle	STAMP PAD INK, violet, 30mL			
10	90	bottle	Alcohol 60ml			
11	96	pcs	Scissors stainless steel, high quality) medium size			
12	190	pcs	ID jacket with clip (portrait style)			
13	100	pcs	Pencil # 2			
14	10	bottle	Ink Refill for White Board marker			
15	1	roll	Laminating Film (9 inch)			
16	18	bottle	Multi Purpose Oil (Shredder)			
17	70	pcs	Scissors (heavy duty) (big)			
18	1	pcs	heavy duty cutter			
19	140	pcs	Long Plastic Envelope			
20	1	unit	Paper Cutter (up to Legal size)			
			FO -ADS			
1	100	pcs	Multi Mark Permanent Marker (ohp, CD. Glass.plastic.metal etc) Black & fine			
2	50	pcs	Pencil Sharpener (small)			
3	1	pcs	Glue			
4	120	pcs	Alcohol 60ml			
5	8	liter	Packaging Tape (2 inches)			
6	8	pcs	Packing tape 3 inches			
7	134	pcs	Pencil # 2			
8	2	bottle	Ink Refill for White Board marker			
9	20	bottle	Marker Pens permanent (broad tip)			
10	2	pcs	Ink Refill for marker(black; permanent)			
11	10	pcs	Transparent tape "1			
12	4	pcs	Scissors (heavy duty)			
13	2	pcs	Battery AA			
14	2	bottle	Battery AAA			
15	100	pcs	Manila Paper			
16	4	roll	heavy duty cutter			
17	10	pack	STAPLER # 35 Heavy duty			
			Examination Service Division			
1	100	pcs	Multi Mark Permanent Marker (ohp, CD. Glass.plastic.metal etc) Black & fine			
2	2	ream	White folder Long			
3	100	pcs	Correction Tape (8M X 5MM)			
4	100	pcs	Ballpen (black)			
5	75	pcs	Pencil Sharpener (small)			
6	7	liter	Glue			
7	50	bottle	STAMP PAD INK, violet, 30mL			
8	40	bottle	Alcohol 60ml			

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
9	2	gallon	Alcohol			
10	100	pcs	Masking tape (1 in) small roll			
11	20	pcs	Transparent tape (1 in) big roll			
12	10	pcs	Transparent tape (2 inches)			
13	10	pcs	Packaging Tape (2 inches)			
14	75	pcs	Scissors stainless steel, high quality)			
15	100	pcs	White Board Marker Pens (broad tip)			
16	5	bottle	Ink Refill for White Board marker			
17	10	pcs	Marker Pens permanent (broad tip)			
18	2	bottle	Ink Refill for marker(black; permanent)			
19	85	ream	Long Bond paper (8.5 x 13) 80 gsm			
20	25	bottle	Multi Purpose Oil (Shredder)			
21	2	roll	Plastic twine			
22	5	box	Staple wire #35			
23	4	box	Computer Continuous Paper for LQ2190 dot matrix (11x14 7/8) 2 ply			
24	7	pcs	Ribbon Cartridge (LQ2190 dot matrix)			
25	6	pcs	Heavy Duty Cutter			
26	3	box	Chalk (dust less)			
27	10	roll	Masking tape (2 inches)			
28	10	pcs	Illustration Board 15 x 20 inches			
29	5	pcs	Stapler # 35			
30	10	pcs	Sign Pen (Black)			
31	50	pcs	Transparent Plastic Envelope(long)			
			FO -SDN			
1	31	pcs	Expanded Plastic Envelope with handle and name tag (RED)			
2	150	pcs	Expanded Plastic Envelope with handle and name tag (GREEN)			
3	120	pcs	Multi Mark Permanent Marker (ohp, CD. Glass.plastic.metal etc) Black & fine			
4	270	pcs	Correction Tape (8M X 5MM)			
5	390	pcs	Ballpen (black)			
6	124	pcs	Glue small bottle (atleast 40ml)			
7	14	kilo	Rags (small circle)			
8	124	bottle	Alcohol 60ml			
9	124	pcs	Masking tape (1 in) small roll			
10	270	pcs	Scissors stainless steel, high quality)			
11	30	ream	Bond Paper A4 80 gsm			
12	10	pcs	Battery AA			
13	9	pcs	Heavy duty cutter (big)			
			XXXXXXXXXXXXXXXXXXXXXXXXXXXX			

 Printed Name & Signature of Dealer/