

TECHNICAL SPECIFICATIONS**NAME OF PROJECT: PURCHASE OF OFFICE SUPPLIES****NP-SVP-2020-17**

Item	Purchaser's Specifications	Supplier's Specifications
1	Bond Paper, A4 size, 70 gsm	
2	Continuous Form, 3 ply, 280mm x 241mm	
3	Continuous Form, 3 ply, 280mm x 378mm	
4	Clip, Backfold Clip, 1 1/4", 32mm	
5	Clip, Backfold Clip, 1", 25mm	
6	Clip, Paper Clip, 50mm, Jumbo	
7	Clip, Paper Clip, 33mm, Small	
8	Envelope, Legal size, Documentary, 500pc/box	
9	Fastener, Metal	
10	Folder, A4 size, Tagboard, 100pc/pack	
11	Folder, Legal size, Tagboard, 100pc/pack	
12	Folder, Pressboard, 100pc/box	
13	Flash Drive, 16GB, usb version	
14	HP Ink, Q2612A, 12A, Black	
15	HP Ink, F6V26AA, HP 680, Tri-color	
16	HP Ink, F6V27AA, HP 680, Black	
17	Epson Ink, C13T664100 (T6641) Black	
18	Epson Ink, C13T664200 (T6642) Cyan	
19	Epson Ink, C13T664300 (T6643) Magenta	
20	Epson Ink, C13T664400 (T6644) Yellow	
21	Canon ink, GI-790, Black	
22	Canon ink, GI-790, Cyan	
23	Canon ink, GI-790, Magenta	
24	Canon ink, GI-790, Yellow	
25	HP Ink, HP CF280A, Laser Jet pro	
26	HP Ink, HP CF281A, Black	
27	Canon Ink, PG-810, Black	

28	Ink for Stamp Pad, Black	
29	Ink for Stamp Pad, Violet	
30	Looseleaf cover, Legal size, 50pc/pack	
31	Marker, Permanent, Black	
32	Marker, Permanent, Blue	
33	Marker, Whiteboard, Black	
34	Marker, Whiteboard, Blue	
35	Note Pad, 2"x3"	
36	Note Pad, 3"x3"	
37	Record Book, 300 pages	
38	Record Book, 500 pages	
39	Staple Wire, No. 35, 26/6	
40	Tape, Masking, 1", 24mm	
41	Tape, Transparent, 1", 24mm	
42	Tape, Transparent, 2", 48mm	
43	Toilet Tissue Paper, 2 ply Sheet, 12roll/pack	

Name of Company

Address

Signature Over Printed Name

Telephone/Fax Number

PRICE SCHEDULE
NAME OF PROJECT: PURCHASE OF OFFICE SUPPLIES
NP-SVP-2020-17

Item No.	Item Description	Qty	Unit	ABC	Unit Price	Total Cost
1	Bond Paper, A4 size, 70 gsm	300	ream	₱ 60,000.00		
2	Continuous Form, 3 ply, 280mm x 241mm	5	box	₱ 6,000.00		
3	Continuous Form, 3 ply, 280mm x 378mm	5	box	₱ 9,500.00		
4	Clip, Backfold Clip, 1 1/4", 32mm	50	box	₱ 2,000.00		
5	Clip, Backfold Clip, 1", 25mm	50	box	₱ 1,500.00		
6	Clip, Paper Clip, 50mm, Jumbo	50	box	₱ 1,750.00		
7	Clip, Paper Clip, 33mm, Small	50	box	₱ 1,250.00		
8	Envelope, Legal size, Documentary, 500pc/box	4	box	₱ 5,200.00		
9	Fastener, Metal	50	box	₱ 5,000.00		
10	Folder, A4 size, Tagboard, 100pc/pack	5	pack	₱ 1,900.00		
11	Folder, Legal size, Tagboard, 100pc/pack	5	pack	₱ 2,000.00		
12	Folder, Pressboard, 100pc/box	5	box	₱ 6,250.00		
13	Flash Drive, 16GB, usb version	10	pc	₱ 2,500.00		
14	HP Ink, Q2612A, 12A, Black	3	cart	₱ 12,000.00		
15	HP Ink, F6V26AA, HP 680, Tri-color	30	cart	₱ 15,000.00		
16	HP Ink, F6V27AA, HP 680, Black	30	cart	₱ 15,000.00		
17	Epson Ink, C13T664100 (T6641) Black	30	cart	₱ 10,500.00		
18	Epson Ink, C13T664200 (T6642) Cyan	25	cart	₱ 8,750.00		
19	Epson Ink, C13T664300 (T6643) Magenta	20	cart	₱ 7,000.00		
20	Epson Ink, C13T664400 (T6644) Yellow	25	cart	₱ 8,750.00		
21	Canon ink, GI-790, Black	40	cart	₱ 14,000.00		
22	Canon ink, GI-790, Cyan	40	cart	₱ 14,000.00		
23	Canon ink, GI-790, Magenta	40	cart	₱ 14,000.00		
24	Canon ink, GI-790, Yellow	40	cart	₱14,000.00		
25	HP Ink, HP CF280A, Laser Jet pro	3	cart	₱ 21,000.00		

26	HP Ink, HP CF281A, Black	3	cart	₱ 30,000.00			
27	Canon Ink, PG-810, Black	5	cart	₱ 4,500.00			
28	Ink for Stamp Pad, Black	10	bottle	₱ 400.00			
29	Ink for Stamp Pad, Violet	10	bottle	₱ 400.00			
30	Looseleaf cover, Legal size, 50pc/pack	20	pack	₱ 20,000.00			
31	Marker, Permanent, Black	120	pc	₱ 2,400.00			
32	Marker, Permanent, Blue	120	pc	₱ 2,400.00			
33	Marker, Whiteboard, Black	120	pc	₱ 3,000.00			
34	Marker, Whiteboard, Blue	120	pc	₱ 3,000.00			
35	Note Pad, 2"x3"	20	pad	₱ 1,000.00			
36	Note Pad, 3"x3"	20	pad	₱ 1,400.00			
37	Record Book, 300 pages	30	book	₱ 3,000.00			
38	Record Book, 500 pages	30	book	₱ 3,900.00			
39	Staple Wire, No. 35, 26/6	30	box	₱ 1,500.00			
40	Tape, Masking, 1", 24mm	50	roll	₱ 3,500.00			
41	Tape, Transparent, 1", 24mm	50	roll	₱ 1,250.00			
42	Tape, Transparent, 2", 48mm	50	roll	₱ 1,750.00			
43	Toilet Tissue Paper, 2 ply Sheet, 12roll/pack	100	pack	₱ 13,000.00			
	TOTAL AMOUNT						

- All prices offered (unit price and total bid price) must be typed or written in indelible ink

After having carefully read and accepted your conditions, I/We quote you on the item/s at prices noted above.

Name of Company

Address

Signature Over Printed Name

Telephone/Fax Number



118 Years of
Ensuring Health Security
at Ports of Entry

Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



REQUEST FOR QUOTATION

PURCHASE OF OFFICE SUPPLIES

NP-SVP-2020-17

1. The Bureau of Quarantine (BOQ), hereinafter referred to as "the Purchaser", has a requirement for the **Purchase of Office Supplies**. The details of the project are as follows:

Name of Project:	Purchase of Office Supplies
Location:	Bureau of Quarantine, 25th and A.C Delgado St., Port Area Manila
Description:	Please use attached RFQ, Tech Specs. and Price Schedule
ABC:	Three Hundred Fifty-Five Thousand Two Hundred Fifty Pesos Only (Php 355,250.00)
Delivery period:	Seven (7) Calendar Days

2. Bidding procedures will be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (R.A. 9184).
3. Quotations must be delivered at the Supply Section, 2nd Floor, Bureau of Quarantine, 25th St., Port Area, Manila on or before 10:00AM *September 22, 2020*
4. All quotations must be typed or written in indelible ink and must be placed in sealed envelope using the attached Price Schedule and Technical Specifications. Please include the following eligibility documents in the envelope:
Phil GEPS Registration Number
Mayor's / Business Permit
Income / Business Tax Return
Omnibus Sworn Statement
5. Bids shall be valid for **ninety (90) calendar** days from the Opening of Bids.
6. DELIVERY SITE: **Bureau of Quarantine, 25th St., Port Area, Manila**
7. The BOQ reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
8. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.

ALEXANDER M. OBA MD, MPH
Chairperson, Bids and Awards Committee
Bureau of Quarantine, 25th St., Port Area, Manila
320-9104/320-9117