

BASES CONVERSION AND DEVELOPMENT AUTHORITY

BCDA - Subic-Clark Railway Project
9F One West Aeropark Bldg, Clark Global City, Pampanga
2F Bonifacio Tech Center, 31st cor 2nd Ave. B G C Taguig
Tel. No. 8575-1700 / 8575-1752 / 045 4998617
Email: lmriviera@bcda.gov.ph

REQUEST FOR QUOTATION

Supplier's Info:

Name: _____
Address: _____

TIN no: VAT: _____
Non-VAT: _____

Date: _____
PR Number: 0002033/2034

Please quote your best price(s) using this form, and/or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or email the same to **lmriviera@bcda.gov.ph** on or before **21 August 2020, 5PM**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.



LEONOR M. RIVERA
 Canvasser



RHODORA M. MAXIMO
 Admin Head, SCRP

TO: BCDA-SCRP HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:						
Item No.	QTY	UNIT	DESCRIPTION/SPECIFICATIONS	BRAND / ORIGIN Description/Remarks	UNIT PRICE VAT inclusive	TOTAL AMOUNT (PHP)
1	48	PIECE	BALLPOINT, BLACK (0.50mm, retractable, with metal or rubber tip)			
2	48	PIECE	BALLPOINT, BLUE (0.50mm, retractable, with metal or rubber tip)			
3	30	BOX	CLIP, BACKFOLD, 19MM, 12PCS/BOX (black)			
4	30	BOX	CLIP, BACKFOLD, 25MM, 12PCS/BOX (black)			
5	30	BOX	CLIP, BACKFOLD, 32MM, 12PCS/BOX (black)			
6	30	BOX	CLIP, BACKFOLD, 50MM, 12PCS/BOX (black)			
7	10	PAC	FOLDER, TAGBOARD, FOR LEGAL SIZE, BROWN, 100PCS/PACK (Kraft folder, with TAB)			
8	50	PIECE	DATA FOLDER, CLIPBOARD, TAGLIA LOCK, ARCHFILE, dim: 3W x 9H x 15.5L inch (approx)			
9	5	REAM	PAPER, MULTICOPY, A3 SIZE, 80GSM (500s per ream subs 24)			
10	30	PAD	NOTEPAD, STICK-ON, 3X3, 100SHEETS/PAD			
11	10	PIECE	PUNCHER, HEAVY DUTY, WITH 2 WHOLE GUIDE (with measurement, table top, large, at 25-30 shts punching capacity)			
12	20	PIECE	RECORD BOOK, 300 PAGES , 214 x 278mm (approx), blue			
13	20	PIECE	RECORD BOOK, 500 PAGES , 214 x 278mm (approx), blue			
14	20	PIECE	SIGNPEN, BLACK (0.5mm ball needle point, liquid gel, with rubber grip)			
15	20	PIECE	SIGNPEN, BLUE (0.5mm ball needle point, liquid gel, with rubber grip)			
16	50	ROLL	TAPE, TRANSPARENT, WIDTH 24MM (1"), 50M			
17	20	PIECE	FLAG STICKER, SIGN HERE			
18	50	BOX	FASTENER, METAL WITH PLASTIC COATING (paper fastener, vinyl coated, 50 sets per box)			
19	10	BOX	PENCIL, LEAD WITH ERASER (HB or No. 2) 12s per box			
20	5	BOX	TRANSPARENCY FILM, ACETATE, 100SHEETS/BOX (OHP, A4, dim: 2.5 x 22 x 30cm (approx)			
21	30	PIECE	WASTEBASKET, PLASTIC, NON-RIGID (with swing cover, small at least 10L)			
22	30	PIECE	STAPLE REMOVER, TWIN JAW			

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23	30	PIECE	RING BINDER, PLASTIC, 12MM X 1.2M (1/2"X44")			
24	30	PIECE	RING BINDER, PLASTIC, 18MMx1.2M (3/4"X44")			
25	30	PIECE	RING BINDER, PLASTIC, 24MMx1.2M (1"X44")			
26	30	PIECE	RING BINDER, PLASTIC, OVAL, 2" DIAM X 80 RINGS			
27	30	PACK	BATTERY, DRY CELL, SIZE AA, 1.5V, 2PCS/PACK, super heavy duty, Alkaline			
28	10	PACK	BATTERY, DRY CELL, SIZE AAA, 1.5V, 2PCS/PACK, super heavy duty, Alkaline			
29	30	PIECE	GLUE, STICK, 21 GRAMS			
30	10	PIECE	DESK TRAY, DOUBLE LAYER, METAL WIRE MESH			
31	30	PIECE	STAPLER, heavy duty, standard size (#35), half strip			
Purpose: For SCRP office use						
						GRAND TOTAL

Terms and conditions:

Price: Inclusive of all applicable taxes and fees
Payment: NET Thirty (30) working days
Delivery: working days after receipt of order: _____
Validity of price: one (1) month / _____
WARRANTY (if any): _____

We hereby certify, that we have prepared, checked and reviewed this quotation.
 This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Signature over Printed Name of the Supplier's Authorized Representative/Designation/DATE	Immediate Supervisor Signature over Printed Name	Telephone / Fax Number
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Mandatory field