



Department of Environment and Natural Resources  
**MINES AND GEOSCIENCES BUREAU - R. O. V**  
Regional Center Site, DENR Annex Building  
Rawis, Legazpi City


### REQUEST FOR QUOTATION

Quotation No. 2020-011  
P.R. No. 2020-02-016

The Mines and Geosciences Bureau Regional Office No. V (MGB RO V), through the General Appropriation Act (GAA) for CY 2020 intends to apply the sum **One Hundred Fifty Nine Thousand Eight Hundred Seventy Six Pesos and 04/100 (Php 159,876.04)** being the Approved Budget for the Contract (ABC) to payments under the contract for **"One (1) Lot Office and Janitorial Supplies"** Bids received in excess of the ABC shall be automatically rejected a bid opening.

Please quote your lowest price on the item/s listed, subject to the General Conditions stated herein, stating the shortest time of delivery and submit your quotation duly signed not later than **February 18, 2020 at 4:00pm** in sealed letter envelope with your company and quotation number written at the back of the envelope.

For inquiry, you may contact us tel. no. 482-1056/482-1156 and email [mgr5bacsecretariat@gmail.com](mailto:mgr5bacsecretariat@gmail.com)

  
ANTONIO C. MARASIGAN  
BAC Chairperson

#### Terms and Conditions:

1. All entries must be legibly written.
2. Price offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Total price quotation shall be inclusive of taxes.
4. Price validity shall be for a period of 120 calendar days.
5. Bidders shall submit original brochures showing of the product offered.
6. The item/s shall be delivered within \_\_\_\_\_ calendar days from receipt of purchase order.

The supplier shall submit the following documents during submission of offer/quotation:

1. Mayor's/ Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement

## PRICE QUOTATION FORM

Date : \_\_\_\_\_

The Bids and Awards Committee  
Mines and Geosciences Bureau RO V  
Regional Center, Rawis, Legazpi City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Unit	Item Description	Quantity	Unit Cost	Total Cost
pc	Flourescent T8 Tubular Lamp, Omni Model: LT8G-15W-DL 15W	46		
pc	Bulbs, LED, 18 watts, Firefly	52		
pack	Battery AA Energizer 2pcs/pack	5		
pack	Battery AAA Energizer 2pcs/pack	5		
pack	Battery Rechargeable AAA size Energizer 2pcs/pack	1		
box	CLIP, bulldog, 73mm (3")	10		
case	PUSH PIN, flat head type, 100 pcs/case	6		
unit	Cabinet Harmaco 4 drawers color brown	2		
unit	Electric Fan -Desk Fan Standard	1		
pc	Arc Folder (sided binder) long	50		
box	Ballpen Pilot (Black)	4		
box	Ballpen Pilot (Blue)	4		
pc	Ballpen, Amspec Jot brand, 0.7mm (blue)	24		
box	Ballpen Superbwriter, Pt 0.5 (blue or black)	5		
box	Ballpen -My Gel Signpen (black and blue) Dong A 0.310.4	58		
pc	Ballpen Signpen (Blue 1.0 Uniball GEL Impact)	8		
pc	Ballpen Signpen (Black 1.0 Uniball GEL Impact)	8		
pc	Sticker Paper Matte A4 10's assorted color -Best Buy	9		
pc	Calculator Casio	2		
pc	Engineer's Fieldbook	50		
box	Fastener, Plastic	3		
pc	File Storage Box Jeret Size A3 with cover	2		
pc	Folder, Hard Folders for 201 File, - Yellow/Cream/Green)	56		
pc	Folder, Hardbound, Expanded, Short	6		

pc	Folder, long, glossy	36		
set	Glade Automatic (Ocean Escape) Automatic Spray Unit + 1N Refill Canister 269ml/175g+2N AA Batteries	8		
btls	Green Cross Sanitizing Gel, big	23		
pc	Looseleaf Screw (3")	49		
pc	Looseleaf Screw (2")	2		
pc	Looseleaf Screw (1")	2		
pc	Metal Desk Tray 3 Layer	4		
pc	1 N Refill Canister Glade (Ocean Escape 269ml/175g)	16		
pc	Paper Post it 3"	23		
pc	Paper Post it ¼"	28		
pc	Pencil Mongol #2	14		
pc	Pentel pen Fine Pilot, black broad	26		
pc	Pentel pen Fine Pilot, blue broad	23		
pc	Pentel pen Fine Pilot, red broad	18		
pack	Photo paper, Glossy A4	12		
pc	Sample Bags	100		
pc	Sharpener Single	2		
pc	Sharpie Permanent Marker, Silver Metallic, per piece	3		
pc	Signpen Parker with Refill (Blue)	4		
pc	Stapler with remover of staple wire	6		
pc	Stapler, Swingline, Heavy Duty	3		
pad	Sticky Note (Post it, ¼")	1		
roll	Tape Magic 3M	6		
pc	Whiteboard, 24"x36"	2		
pc	Ring Binder, plastic ½ size 1.15 long	20		
pc	Ring Binder, plastic ¼ size 1.15 long	50		
pc	Ring Binder, plastic ¾ size 1.15 long	15		
pc	Eraser, Steadler, small	10		
pack	Battery, Rechargeable AA size Energizer 2pcs/pack	10		
pack	Battery, Rechargeable AAA size Energizer 2pcs/pack	10		
pcs	Mop Imop, Large	1		
pad	Paper ruled pad-yellow, Merit 90 sheets/pad	15		
pc	Pet bottles, 500ml	400		
pc	Rubber Stamps, Assorted	10		
pc	Ballpen Easy Brand, blue	300		
pack	Battery, alkaline Energizer, AA size 4pcs/pack	10		
pc	Binder Clip 1"	50		

pc	Data Folder, arch lever type, long size, portrait, blue color	150		
btls	Off Lotion 100ml	10		
pc	Battery 9V Alkaline Energizer	6		
btl	Correction fluid, Magic Touch Water based	4		
pc	Laminating Film	1		
pc	Puncher Adjustable 7cm to 8cm, Foska Brand	1		
pc	Cleaner Toilet Bowl Urinal	20		
pc	Fabric Conditioner	40		
pc	Handsoap Liquid	50		
pc	Mop with wooden handle	10		
pc	Toilet Deodorant Cake	40		
can	Baygon Canister	12		
box	Continuous Paper (Form) 11x91/2 70GSM (1) Ply	6		
pc	Mophead	10		
pc	Detergent powder (Cleanser)	20		
pc	Insecticide, spray/Mosquito Killer	5		
<b>GRAND TOTAL (Inclusive of VAT)</b>				

\_\_\_\_\_

Company Name

\_\_\_\_\_

Complete Address

Quoted by:

\_\_\_\_\_

Printed Name and Signature

\_\_\_\_\_

Tel. /Cellphone No. and email address

\_\_\_\_\_

Date

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, after submission of Billing, required supporting documents and User Acceptance. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's or creditor's account.

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number : \_\_\_\_\_

Account Name : \_\_\_\_\_

Branch: \_\_\_\_\_