



REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PhilGuarantee) invites all suppliers to submit quotations for the procurement of various office supplies requirement for the 4th quarter with the following details:

| Item No. | Item/Description | Quantity | Unit |
|----------|--|----------|--------|
| 1 | Alcohol, Ethyl (500ml) | 120 | bottle |
| 2 | Ballpen Black (Panda) | 300 | pieces |
| 3 | Ballpen Blue (Panda) | 200 | pieces |
| 4 | Battery 9V | 15 | pieces |
| 5 | Battery (AAA,2pcs.per blister pack) | 30 | packs |
| 6 | Correction Tape (1 piece in individual plastic) | 72 | pieces |
| 7 | Continuous Form 1ply, 280mm x 378mm | 3 | boxes |
| 8 | Data File Box | 40 | pieces |
| 9 | Data File Folder | 120 | pieces |
| 10 | DVD Rewritable (4.5 GB min) | 50 | pieces |
| 11 | Double Clip, Back fold (25 mm (1"), 12pcs./box) | 50 | boxes |
| 12 | Double Clip, Back fold (32mm (1 ¼"), 12pcs./box) | 36 | boxes |
| 13 | Double Clip, Back fold (50mm (2"), 12pcs./box) | 10 | boxes |
| 14 | Envelope mailing (White (500 pcs./box)) | 3 | boxes |
| 15 | Envelope Documentary Legal | 3 | boxes |
| 16 | Fastener (Metal, 70mm between prongs) | 30 | boxes |
| 17 | Flashdrive 16gb | 20 | pieces |
| 18 | Folder, Fancy (Legal, (50pcs/bundle)) | 2 | bundle |
| 19 | Folder, Pressboard (Legal, White 100pcs./box) | 5 | boxes |
| 20 | Looseleaf Cover (Legal, 50pcs./bundle) | 2 | bundle |
| 21 | Index Card (5" x 8", 100 pcs/pack) | 5 | packs |
| 22 | Index Tab, Self Adhesive | 30 | boxes |
| 23 | Notepad-Stick on (3 x 3, 100 sheet per pad) | 72 | pads |
| 24 | Masking Tape 24mm | 24 | rolls |
| 25 | Marker, Permanent (Black, Bullet Type) | 48 | pieces |
| 26 | Pencil, Lead with eraser (12 pieces/box) | 15 | boxes |
| 27 | Paper Clip Bull Dog | 72 | pieces |
| 28 | Paper puncher, heavy duty | 10 | pieces |
| 29 | Record Book (300 pages, 214mm x 278mm min) | 30 | book |
| 30 | Ring Binder (3/4") | 20 | pieces |
| 31 | Ring Binder (1") | 20 | pieces |
| 32 | Signpen 0.5 needle tip (Black) | 200 | pieces |
| 33 | Signpen 0.5 needle tip (Blue) | 150 | pieces |
| 34 | Staple wire, standard | 30 | boxes |
| 35 | Tape Electrical | 10 | rolls |
| 36 | Transparent Tape 24mm | 96 | rolls |
| 37 | Twine Rope, plastic 1kilo | 5 | rolls |



PHILGUARANTEE

Philippine Guarantee Corporation

2. Total Approved Budget for the Contract is **Pesos: One Hundred Thirteen Thousand Seven Hundred Seventy-Seven and 60/100 Pesos Only (₱113,777.60)**, inclusive of all applicable taxes.
3. Partial quotation is not allowed.
4. All interested suppliers may submit signed quotation at the BAC Secretariat, Second Floor, Jade Bldg., 335 Sen. Gil J. Puyat Ave., Makati City, and/or through telefax no. 8-8897-3232 and/or bac@philguarantee.gov.ph on or before **2:00 p.m. of December 2, 2020** together with the following documentary requirements:

- Mayor's /Business Permit; and
- PhilGEPS Registration Number

** For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

4. Pursuant to GPPB Circular No. 21-2017 dated May 30, 2017, PhilGuarantee shall accept either: a. The 2020 Mayor's/Business Permit; or b. 2019 Mayor's/Business Permit and the Official Receipt as proof that the bidder has applied for the renewal of such permit for the year 2020. The bidder's 2020 Mayor's/Business Permit shall still be required as a condition for the processing of payment.
5. For further inquiries, please contact VP Rosemarie N. Principe or Karenina V. Joaquin at 8-897-3232 or at bac@philguarantee.gov.ph.
6. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.

JIMMY B. SARONA

Chairperson
Bids and Awards Committee

26 November 2020