

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**PHILIPPINE PUBLIC SAFETY COLLEGE**  
PPSC Building Lot 2 MWSS Compound Katipunan Road, Brgy. Old Balara, Quezon City

<b>Name of Procuring Entity: Philippine Public Safety College (PPSC)</b>	<b>RFQ BAC No.</b> <span style="border: 1px solid black; padding: 2px;">2021-022</span>	<b>Date:</b> August 18, 2021
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<b>Office/End-User:</b>	<b>Supply Section</b>
<b>Company Name</b>	
<b>Address</b>	
<b>Business Permit No.</b>	
<b>TIN No.</b>	

**PhilGEPS Registration No.**

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:  
**Please submit your proposals on or before August 25, 2021 @ 10AM at the PPSC BAC Secretariat 2nd Floor PPSC Building MWSS Compound Katipunan Road, Brgy. Old Balara, Quezon City.**

**TERMS AND CONDITIONS:**

1 Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 3. Price quotation(s) must be valid for a period of 120 calendar days from the date of issuance of Notice to Proceed. 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 6. Award of contract shall be made to the lowest quotation (for goods) which complies with the minimum technical specifications and other terms and conditions stated herein.	7 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 8. The item(s) shall be delivered within fifteen (15) calendar days from receipt of Notice to Proceed (NTP). 9. The PPSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 10. Liquidated damages equivalent of one tenth of one percent (0.01%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPSC shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.
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<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b> <b>Php549,210.75</b>	<b>(Sgd.) MYLENE G. RONDINA, MPSA</b> <i>Chairperson, PPSC BAC</i>
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ITEM	ITEM DESCRIPTION	QTY	Unit	PRICE PER UNIT	TOTAL PRICE
<b>PROCUREMENT OF VARIOUS OFFICE SUPPLIES</b>					
1	Bond Paper A4 80gsm	400	reams		
2	Clear Plastic Envelope with string or elastic closure	50	pcs		
3	A4 Folder	50	pcs		
4	Correction Tape	5	pcs		
5	Blue Ballpen	1,295	pcs		
6	Black Ballpen	1,295	pcs		
7	Red Ballpen	1,295	pcs		
8	Black (Fine) White Board Marker	8	pcs		
9	Blue (Fine White Board Marker	8	pcs		
10	Red (Fine) White Board Marker	8	pcs		
11	White Board Eraser	1	pc		
12	White Board Liner Tape (Assorted Colors)	3	pcs		
13	Glue	5	pcs		
14	Scissors	10	pcs		
15	Push Pin	3	pack		
16	Paper Clip (Large)	3	box		
17	Paper Clip (small)	3	box		
18	Permanent Marker (Black)	3	pcs		
19	Permanent Marker (Blue)	3	pcs		
20	Permanent Marker (Red)	3	pcs		
21	White Board (4x5ft) with stand	1	pc		
22	Bond Paper short 80gsm	40	reams		
23	Sliding folder (transparent)	100	pcs		
24	Pencil	24	pcs		
25	Heavy Duty Stapler	1	pc		
26	Ledger Files (3Holes)	50	pcs		
27	Specialty Board (Short)	100	pcs		

28	File divider (short)	500	packs		
29	Sticker Paper Matte	500	packs		
30	Binding Combs (small 1")	100	pcs		
31	Binding Combs (medium 1")	100	pcs		
32	Binding Combs (large 1")	100	pcs		
33	Computer Switching Power Supply 700watts	3	pcs		
34	USB flash drive 16gb	45	pcs		
35	Bond Paper Legal 70gsm	50	reams		
36	Bond Paper Legal 100gsm	25	reams		
37	Fastener	10	boxes		
38	Index Tab	10	boxes		
39	Scotch Tape 24mm	100	rolls		
40	Paper Shredder	1	pc		
<b>TOTAL</b>					Php_____
<p>Please submit together with your offer the following documents:</p> <ul style="list-style-type: none"> <li>A. Mayor's/Business Permit</li> <li>B. PhilGEPS Registration Number</li> <li>C. Latest Income Tax Return</li> <li>D. Omnibus Sworn Statement (Notarized) *New format as per GPPB Circular 04-2020</li> <li>E. Signed Request for Quotation (RFQ)</li> </ul> <p>Submit two copies (<i>two folders</i>) of your quotation and documents arranged with proper table of contents and tabbing.</p>					

Warranty

Price Validity

After having carefully read and accepted your General Conditions, I/WE quote you on the item(s) prices noted above.

**PPSC-BAC-2016 FO3, Rev.0**

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Printed Name/Signature/Date

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Tel. No/Cellphone No.