



## REQUEST FOR QUOTATION

RFQ-CO-17-003

The Housing and Land Use Regulatory Board, through its Bids and Awards Committee, will undertake procurement through Shopping for the **Supply and Delivery of Common-Use Supplies (1<sup>st</sup> Quarter)**, in the sum of Sixty-Four Thousand Nine Hundred Eighty-Four Pesos (Php64,984.00), in accordance with Section 52.1(b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

Lot	Description*	Approved Budget for the Contract (ABC) per Lot
1	<b>Common Office Supplies</b>	Thirty Three Thousand One Hundred Ninety Four Pesos (PhP33,194.00)
2	<b>Consumables</b>	Thirty One Thousand Seven Hundred Ninety Pesos (PhP31,790.00)

\*Please refer to items listed in **Annex "A"**

Interested suppliers are required to provide their PhilGEPS Registration Number. Likewise, please attach together with your quotation/offer/proposal, copy of your Mayor's/Business Permit.

The deadline for the submission of quotation and eligibility documents is on or before **9:00am of 02 February 2017** at the General Services Section, 8/F Sunnymede I.T. Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City, or through email address [ps\\_admin@hlurb.gov.ph](mailto:ps_admin@hlurb.gov.ph).

It is the intent of the Purchaser to evaluate the quotation for each lot separately, and Contract Award will be made to the lowest evaluated quotation(s) meeting purchasers' technical specifications.

The HLURB assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HLURB, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

For inquiries, you may contact **Mr. Wilfredo D. Rosella** at Telephone No. 924-3372.

**NERISSA M. SAN JOSE**

Procurement Section-Admin. Division



**Annex "A"**

**Price Proposal Submission Sheet**

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

**The Bids and Awards Committee**  
 Housing and Land Use Regulatory Board  
 Central Office

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our proposal for the **"Supply and Delivery of Common-Use Supplies (1<sup>st</sup> Quarter),"** with the following details:

**Lot 1 – Common Office Supplies**  
*(with an Approved Budget for the Contract of ₱33,194.00)*

Unit	Item Description	Quantity	Unit Price	Total Price
pc.	Ballpen, black	125		
pc.	Ballpen, blue	90		
pc.	Ballpen, red	12		
pkt.	Bristol Board, A4, blue, green, yellow, white	23		
pc.	Correction pen, papermate	23		
pc.	Corrugated box, RSC Plain, BC flute 11"x16"x25"	50		
rm.	Film, laminating 125 microns A4	2		
rm.	Film, laminating 250 microns A4	2		
pc.	Glue stick paste	20		
rm.	ID maker PVC ID Laminating film A4	1		
rm.	Paper, colored A4 blue 80gsm	1		
rm.	Paper, colored A4 green 80gsm	5		
rm.	Paper, colored A4 yellow 80gsm	1		
rm.	Paper, Mimeo A4, white wove	19		
jar	Paste, solid waterwell	10		
roll	Tape, double adhesive, 1/2"	4		
bx.	Transparency film, A4	6		
<b>Total Bid Price (Lot 1)*</b>				
<b>(Amount in Words)*</b>				

\*The above quoted prices are VAT inclusive



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**Lot 2 – Consumables**

(with an Approved Budget for the Contract of ₱31,790.00)

Unit	Item Description	Quantity	Unit Price	Total Price
cart.	Toner, HP 5200 (7516A)	2		
cart.	Toner, HP CF 280A	2		
<b>Total Bid Price (Lot 2)*</b>				
				<b>(Amount in Words)*</b>

\*The above quoted prices are VAT inclusive

**SUMMARY**

Lot Number/Description	Bid Price
Lot 1 - Common Office Supplies	
Lot 2 - Consumables	
<b>Total Bid Price*</b>	
	<b>(Amount in Words)*</b>

\*The above quoted prices are VAT inclusive

Name of Company/Supplier: \_\_\_\_\_  
 Complete Name & Signature  
 of Authorized Representative: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Office Telephone/Fax No./  
 Mobile Telephone No.: \_\_\_\_\_  
 E-mail Address/es: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_