



GSIS Government Service Insurance System

Dagupan Branch Office

PNR Site, Mayombo District, Dagupan City, Pangasinan 2400
Telephone Numbers : (075) 522-0436; (075) 523-7511

REQUEST FOR QUOTATION

Date: **May 19, 2020**

RFQ No.: _____

Name of Company: _____

Address: _____

Business Permit No. and Validity Period: _____ TIN No.: _____

PhilGEPS Registration No. and Validity Period: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions. Submit your quotation duly signed by you or your representative not later than _____. Note: **Sealed quotation/s** may be submitted or mailed at the address indicated below.

BONIFACIO P. MANAOIS
Staff Officer I

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

ITEM DESCRIPTION	GSIS REQUIREMENT/S		OFFER/ QUOTATION					
	Quantity (Qty)	Approved Budget of the Contract	PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
OFFICE SUPPLIES								
1.PAPER, multicopy,legal,laser pnt,80gsm	75 reams					<input type="checkbox"/>	<input type="checkbox"/>	
2.Paper Copy A4 80gsm	75 reams					<input type="checkbox"/>	<input type="checkbox"/>	
3.Paper Bond A4 70gsm	75 reams					<input type="checkbox"/>	<input type="checkbox"/>	
4.Folder,Tagboard,Legal Size	200 pcs.					<input type="checkbox"/>	<input type="checkbox"/>	
5. Marker, Fluorescent (yellow/pink/orange)	5 packs							
6. Sign Pen fine pt 0.5mm black	40 pcs.							
7. MARKER, permanent, black	60 pcs.							
8.Battery alkaline AA (Note: 2 pcs./pack)	4 pcs.							
9.Battery AAA Rechargeable 900 mAh	8 pcs.							
10. Ink stamp pad 50ml black, bottle	5 bottles							
11. Fastener metal short	10 boxes							
12. Disposable paper cup white 8 oz	300 pcs.							
13. Label self-adhesive 48mmx90mm	10 box							
14. Staple Wire for gun tucker T25	2 boxes							
15. Staple Wire Remover for thick files	10 pcs.							
16. Stapler heavy duty (20 sheet stapling)	10 pcs.							
17. Tape, Transparent, Matte 3/4x50	2 rolls							
18. Tape double adhesive 24mm x 10 yrds	5 rolls							
19. LEAD, for mechanical pencil,0.5mm,	3 tubes							
20. Pencil Mechanical 0.5	3 pcs.							
21.Ballpen fine pt. non-blot, non-click,	200 pcs.							
22. Envelope mailing window 90gsm	30 boxes							
23. Emergency light automatic 8hrs life	1 pc							
24. Sticker, Inventory tag, 3" x 1.5 TTR	1 roll							
25. Steel Racks, Open Shelves, 6-layer	5 unit							
26. Risograph Master for KZ30 Type B4	1 roll							
27. Ink for Risograph KZ30 Black	2 tubes							
28. Whiteboard w/ stand 4x8	1 pc							
29. Wall Clock	3 pcs.							
30. Shovel	1 pc							
31. Wheel Barrow	1 pc							
32. Pruning Shears, 7, Japan Made	2 pcs.							
33. Machete (Bolo for Gardening)	2 pcs.							
34. Rake for Gardening	2 pcs.							
35.Safety Belt	2 pcs.							
36.WASTE BASKET, plastic	1 pc.							
37.Ribbon Cartridge, Epson LX310	3 ctd							
38.Ribbon Epson FX 2175/2190	4 ctd							
39.Surge Protector 16 AWG 6 sockets	5 unit							
40.Abdominal Bench	1 unit							

41. Stationary Bike	1 unit							
42. Bench Press, Incline	1 unit							
43. Calculator Electronic 12 digit	1 unit							
44. ELECTRIC FAN, with stand	5 units							
45. Puncher heavy duty 2 holes, cap	1 unit							
46. Glue all-purpose w/ applicator 200g	2 jars							
47. Ink stamp pad 50ml purple	5 bottles							
48. STAMP PAD, felt pad, min 60mm x	5 pcs.							
49. Staple Wire # 35 5000 pcs./box	5 boxes							
50. TAPE, masking, 24mm, 50 meters l	5 rolls							
51. Rubber Band transparent 350 gsm	5 boxes							
52. Tape Packaging 2 inches (48mmx50m)	5 rolls							
53. Scissors, Office 6	10 pcs.							
54. Twine Plastic 1 kilo/roll	10 rolls							
55. TAPE, transparent, 24mm, 50 meters	24 rolls							
56. PAPER, thermal, 216mmx30M, 1/2"	3 rolls							
57. Sticky NOTE PAD, (3"x3"), 100	5 pads							
58. Envelope documentary 10 x 15 -500	10 boxes							
59. RECORD BOOK, 300 pages, Smyth	20 pcs.							
60. PAPER, bond, legal 70gsm	75 ream							
61. Broom stick (Tingting)	5 pc							
62. DISINFECTANT SPRAY, 400 grams	5 kan							
63. Rags cotton small rnd 1kg/pak	5 kan							
64. INSECTICIDE, 600mL (420g) /can	5 kan							
65. Broom soft (Tambo)	10 pcs.							
66. Tissue Bathroom 2-ply 250 sheets	130 rolls							
67. Alcohol 70% Isopropyl 500 ml.	50 bottles							
68. Rubber Boots	1 roll							
69. Garden hose 3/4 heavy duty nylon)	30 kgs							
70. Soap Powder all-purpose 1kg	3 pcs.							
71. Rubber Matting	10 bot							
72. Soap hand liquid 500 ml	20 bar							
73. Soap Bar, Bath, Germicidal, med. box	20 bottles							
74. Cleanser, powder 500g	1 bottle							
75. Cleaner, toilet bowl	20 pcs.							
76. Glass Cleaner	20 pcs.							
77. DETERGENT BAR, min 392g , 4pcs.	20 pcs.							
78. Scrubbing Pad, Heavy duty	20 pcs.							
79. Foot rag	30 pcs.							
80. Deodorant cake (100g)	2 pcs.							
81. Gloves, Rubber (for janitorial use)	5 pcs.							
82. Dipper (Tabo)	5 pcs.							
83. Duster, Straw	5 pcs.							
84. Toilet Brush	5 pcs.							
85. Mop Handle	5 pcs.							
86. Mop Head	30 bottles							
87. Dishwashing liquid 500 ml.	40 rolls							
88. Trash Bag 18x18 1/2x40 black 10/rol	1 unit							
89. Mop Squeezer w/ bucket (rubber)	1 pc							
90. File, Flat, Fine Size 10"	1 pc							
91. File, Round, Fine Size 8"	1 pc							

Willing to Deliver on Account: _____

Signature over Printed Name

Contact Numbers (Landline and/or Mobile)
/e-mail address

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form;
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
- Quotations exceeding the Approved Budget for the Contract shall be rejected;
- Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein;
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
- The item/s shall be delivered within _____ working days after receipt of Purchase Order through fax to _____;
- The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GSIS shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.