



Republic of the Philippines  
Office of the President  
**PRESIDENTIAL LEGISLATIVE LIAISON OFFICE**  
Malacañang, Manila

July 19, 2021

## REQUEST FOR QUOTATION

**RFQ No. 2021-07-031**

**Mode of Procurement: Negotiated Procurement-Small Value Procurement (Sec. 53.9)**

Gentlemen:

Please quote your lowest or government price for the following items needed by the Presidential Legislative Liaison Office (PLLO).

RIS No.	Project	Approved Budget for the Contract (PhP)	Bid Price
AFMD 2021- 075	Supply and delivery of the following: 1) <u>50 pieces</u> BALLPEN, Black, 0.5 2) <u>50 pieces</u> BALLPEN, Blue, 0.5 3) <u>5 packs</u> FOLDER, with tab, legal (100's/pack) 4) <u>5 boxes</u> ENVELOPE, Documentary, legal size (100's/box) 5) <u>20 pads</u> NOTE PAD, stick on (3" x 4") 6) <u>30 pads</u> NOTE PAD, stick on (3" x 3") 7) <u>20 boxes</u> PAPER CLIP, vinyl/plastic coated, 33mm 8) <u>10 boxes</u> PAPER CLIP, Vinyl/plastic coated, 50mm 9) <u>10 rolls</u> TAPE, Masking, 48mm 10) <u>10 rolls</u> TAPE, Packaging, 48mm 11) <u>15 pieces</u> MARKER, permanent, felt tip, bullet type, Black 12) <u>15 pieces</u> MARKER, permanent, felt tip, bullet type, Blue 13) <u>20 boxes</u> STAPLE WIRE, Standard, No. 35	<u>20.00/pc.</u> <u>20.00/pc.</u> <u>380.00/packs</u> <u>1,000.00/packs</u> <u>50.00/pad</u> <u>45.00/pad</u> <u>25.00/box</u> <u>30.00/box</u> <u>120.00/roll</u> <u>30.00/roll</u> <u>15.00/pc.</u> <u>15.00/pc.</u> <u>27.00/box</u>	

Interested suppliers are required to submit the following legal documents:

- a) Mayor's Permit,
- b) PhilGEPS Registration/Organization No.
- c) Income/Business Tax Return
- d) Tax Clearance
- e) BIR Certificate of Registration, and
- f) Omnibus Sworn Statement

For inquiry, suppliers may contact telephone nos. 8-736-1116 / 0919-0613370 c/o Ms. Rosalie T. Morales. The Quotation may be submitted through e-mail at [rtmorales@pllo.gov.ph](mailto:rtmorales@pllo.gov.ph) or delivered to the address below:

**Bids and Awards Committee Secretariat**  
2/F Annex New Executive Bldg.,  
Malacañang, Manila

  
**ASEC. ROMULO V. ARUGAY**  
BAC Chairperson

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In connection with the above request, we submit our quotation as indicated above and agree to deliver in conformity with specifications of said article/s described above within \_\_\_\_days upon receipt of Job Order.

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Name of Firm/Dealer

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Signature of Representative

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Address

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Name of Representative

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Tel. No.