

REQUEST FOR QUOTATION

Date : 6/23/2021 10:45:41AM  
 RSQ No. : RSQ-21-06-077  
 Requisitioner : HRMS  
 Canvasser : CHRISTIAN S. PELAGIO

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-21-06-335** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. / RSQ NO. \_\_\_\_\_, Assigned Canvasser: \_\_\_\_\_, CLOSING DATE: \_\_\_\_\_"

LIKEWISE, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) TO FORTY FIVE (45) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PhilGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

ATTY. MARIA VALENTINA S. CRUZ  
 CHAIRPERSON  
 BIDS AND AWARDS COMMITTEE

**THE CHAIRMAN**  
 Bids and Awards Committee  
 c/o Secretariat, Bids and Awards Committee  
 Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City  
 Fax No. 552-6601 local 1602 or 552-6793

Sir:

As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

| ITEM NO. | QTY | UNIT | ITEM/S DESCRIPTION<br>(Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)   | APPROVED BUDGET                    | UNIT PRICE<br>(Inclusive of all Taxes) | TOTAL |
|----------|-----|------|--|------------------------------------|--|-------|
|          |     |      | <i>PR-21-06-335 (HRMS)</i>   |                                    |  |       |
| 1        | 318 | PACK | <b>SPECIAL PAPER, A4 size</b><br><br>Specifications:<br>Special Paper,<br>- Parchment Colored 90gsm (10sheets/pack x 5 sets=50sheets) Certificate Paper, art paper, inkjet paper<br>- Color: Ivory | Php 25,440.00<br><br>Php80.00/PACK |  |       |

Nothing Follows

RECEIVED

JUN 23 2021

BY:          TIME: 4:10  
 PROCUREMENT, PPS

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY \_\_\_\_\_

TERM/S OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT)

Address of Supplier \_\_\_\_\_

(Name of Company) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

PhilGEPS Reg. No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Tel/Fax No./s \_\_\_\_\_

TIN \_\_\_\_\_

(Signature over Printed Name Authorized Representative)