

Standard Form of No.: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Project Reference No. : \_\_\_\_\_

Name of Project : \_\_\_\_\_

Location of Project : \_\_\_\_\_

Quotation No. : **25-051**Approved Budget : **₱150,000.00**Date : **30 May 2025**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please quote your lowest price on the price/s listed below, subject on the General Conditions on the note below, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **10:00 A.M on 5 June 2025** in **an envelope duly sealed or through e-mail.**

  
**RESSIE A. ESTRELLA**

BAC Chairperson/Procurement Officer

**NOTE:**

1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED.
2. DELIVERY PERIOD MUST BE WITHIN **THIRTY (30) CALENDAR DAYS** FROM DATE OF THE RECEIPT OF THE PURCHASE ORDER.
3. WARRANTY SHALL BE A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES AND MATERIALS & ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF **120 CALENDAR DAYS**.
5. PHILGEPS REGISTRATION, CERTIFICATE/NUMBER SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
6. OMNIBUS SWORN STATEMENT SHALL BE ATTACHED FOR APPROVED BUDGET ABOVE 50K.
7. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES WITH CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF NEEDED.
8. BIDDERS SHALL PROVIDE SAMPLE FOR PURPOSES OF EVALUATION (UPON REQUEST).
9. QUOTATION SHOULD BE INCLUSIVE OF APPLICABLE WITHHOLDING TAX RATES ON GOVERNMENT MONEY PAYMENTS.
10. INDICATE BRAND OF ITEMS QUOTED.
11. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE COUNTERSIGNED BY THE BIDDER.
12. TO BE AWARDED AS ONE (1) CONTRACT. (ALL ITEMS TO BE QUOTED WITHIN THE ESTIMATED UNIT COST)

ITEM	QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	ESTIMATED UNIT COST	ESTIMATED TOTAL COST
1	100	set	<b>Event Kits</b>		
			Inclusions:		
			- string bag with print		
			- black ballpen		
			- notebook with customized print		
			- 5.75" x 8.75" (W x H), 80 leaves		
			- Highlighter (assorted colors)		
			- lanyard/ID with custom print		
			- Drift T-Shirt with customized print		
			- large, round neck		
			- USB - 16GB		
2	25	set	<b>Event Kits</b>		
			Inclusions:		
			- catcha tote bag with custom print		
			- 13.5" x 16"		
			- 2 pcs ballpen (black and blue)		
			- notebook with customized print		
			- 5.75" x 8.75" (W x H), 80 leaves		
			- Drift T-Shirt with customized print		
			- large, round neck		
			---- NOTHING FOLLOWS ----		
			<b>GRAND TOTAL</b>		

**LUPTO**

After having carefully read and accept your General Conditions, I/We quote you on the item on the prices noted above.

**Government Tax Chart:**

Services : EWT 2% + (VAT 5% or NON-VAT 3%)

Goods : EWT 1% + (VAT 5% or NON-VAT 3%)

Media : EWT 2% + (VAT 5% or NON-VAT 3%)

Signature over Printed Name \_\_\_\_\_

Tel. No./Mobile No./E-Mail Address: \_\_\_\_\_

ITEM	QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	ESTIMATED UNIT COST	ESTIMATED TOTAL COST
1	100	set	<b>Event Kits</b>	1,200.00	120,000.00
			Inclusions:		
			- string bag with print		
			- black ballpen		
			- notebook with customized print		
			- 5.75" x 8.75" (W x H), 80 leaves		
			- Highlighter (assorted colors)		
			- lanyard/ID with custom print		
			- Drifit T-Shirt with customized print		
			- large, round neck		
			- USB - 16GB		
2	25	set	<b>Event Kits</b>	1,200.00	30,000.00
			Inclusions:		
			- catcha tote bag with custom print		
			- 13.5" x 16"		
			- 2 pcs ballpen (black and blue)		
			- notebook with customized print		
			- 5.75" x 8.75" (W x H), 80 leaves		
			- Drifit T-Shirt with customized print		
			- large, round neck		
			---- NOTHING FOLLOWS----		
			<b>GRAND TOTAL</b>		<b>150,000.00</b>