



**Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION**

Date : 3/20/2025 10:45:59AM  
 RSQ No. : RSQ-25-03-039  
 Requisitioner : OS-ACAYETANO  
 Canvasser : NADIA C. TOMAWIS

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-25-03-183** 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 \_\_\_\_\_. Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify 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.

*[Signature]*  
**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 (Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)	APPROVED BUDGET	UNIT PRICE (Inclusive of all Taxes)	TOTAL
			<i>PR-25-03-183 (OS-ACAYETANO)</i>			
1	5	PACK	INDEX CARD, Plain (5" x 8") 500s/Pack	Php 1,000.00 <i>Php200.00/PACK</i>		
2	5	PACK	INDEX CARD, Plain (4" x 6") 500s/Pack	Php 1,000.00 <i>Php200.00/PACK</i>		
3	5	PACK	INDEX CARD, Plain (3" x 5") 500s/Pack	Php 1,000.00 <i>Php200.00/PACK</i>		
4	10	ROLL	TAPE, DOUBLE SIDED (2")	Php 1,000.00 <i>Php100.00/ROLL</i>		
5	15	PIECE	TAPE, DOUBLE SIDED (1")	Php 1,500.00 <i>Php100.00/PIECE</i>		
6	20	PACK	PHOTO PAPER	Php 4,000.00 <i>Php200.00/PACK</i>		
7	20	PACK	PAPER, STICKER, A4 Size	Php 1,400.00 <i>Php70.00/PACK</i>		
8	15	PACK	COLORED VELLUM BOARD, 8.5" x 13" (Long/Legal Size), 10 sheets per pack	Php 1,125.00 <i>Php75.00/PACK</i>		
9	25	PACK	COLORED VELLUM BOARD, 8.25" x 11.75" (A4), 10 sheets per pack	Php 1,250.00 <i>Php50.00/PACK</i>		

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

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

**E-Mail Address** \_\_\_\_\_ **PHILGEPS Reg. No.** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

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

**TIN** \_\_\_\_\_ **(Signature over Printed Name Authorized Representative)** \_\_\_\_\_

**Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION**

Senate of the Philippines  
RMMS  
**RECEIVED**  
20 MAR 2025  
By: JOAN CORONEL  
Time: 2:22pm

Date : 3/20/2025 10:45:59AM  
RSQ No. : RSQ-25-03-039  
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----- Nothing Follows -----						

Remarks:  
In accordance with Annex "H" Appendix A of the revised IRR of RA 9184, all quotations must be submitted on or before the deadline with the PhilGEPS Registration number and Mayor's/ Business Permit. Additional documentary requirements must also be submitted together with the quotation for Small Value Procurement (SVP), as follows:  
Professional license/Curriculum Vitae for Consulting Services;  
PCAB License for Infrastructure;  
Income/Business Tax Return for ABC above Php 500,000.00;  
For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of said documents.  
For individuals engaged under Small Value Procurement, only the BIR certificate of Registration shall be submitted in lieu of DTI registration and Mayor's Permit.  
Winning bidders under Small Value Procurement with an ABC above Php50,000.00 will also be required to submit a Notarized Omnibus Sworn Statement prior to the preparation of the Contract/Purchase or Job Order.  
Failure of the bidder to submit the required documents is a ground for disqualification.

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

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(Name of Company)

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

**E-Mail Address** \_\_\_\_\_ **PhilGEPS Reg. No.** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

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