

Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**  
 Gov. Gutierrez Avenue, RH-7  
 Cotabato City  
 Telephone No. (064)557-2574

Date:

**REQUEST FOR QUOTATION**  
**Procurement of various office supplies for the use of OCM - BARMM**

NAME, ADDRESS & TEL. NO. OF SUPPLIER

\_\_\_\_\_

QUOTED BY

\_\_\_\_\_

PRINT & SIGN NAME/ POSITION

Deadline of Submission:

**DECEMBER 7, 2020; 10:00AM**

Opening of Quotation:

**DECEMBER 7, 2020; 01:00PM**

APPROVED BUDGET COST:

**Php 889,995.00**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Acetate (L)	12	roll		
2	Acetate (S)	12	roll		
3	Archfile A4	70	roll		
4	Ballpen, ordinary	10	bxs		
5	Book paper (L)	50	rms		
6	Book paper (A4)	50	rms		
7	Book paper (S)	50	rms		
8	Book paper (A3)	20	rms		
9	Cartolina	203	pcs		
10	Clear book (L) 80 sheets	50	pads		
11	Correction tape	50	pcs		
12	Clip backfold 50mm	20	bxs		
13	Data file box double	12	pcs		
14	Envelope, expanding asstd color (L)	40	bxs		
15	Envelope, ordinary (L) 100's	50	bxs		
16	File folder (L)	50	pcs		
17	File folder (S)	50	pcs		
18	Folder, expanding (L)	50	bxs		
19	Folder, expanding (S)	50	bxs		
20	Folder, expanding metal tab	40	bxs		
21	HP laserjet toner #17A	35	bxs		
22	Ink, Epson B/Y/C/M	80	bxs		
23	Marken pen, permanent broad black/blue	50	pcs		
24	Marker, whiteboard black	50	pcs		
25	Photo paper	51	packs		
26	Reimbursement voucherbinder	90	pcs		
27	Staple wire #35	53	bxs		
28	Yellow paper	50	pads		

**TERMS AND CONDITIONS**

1. The RFQ form must be fully accomplished. If an item is not available, type/write "N/A." No entry shall be left blank.
2. Supplier must submit in a sealed envelope a photocopy of the following documents:
  - Business/Mayor's Permit**
  - Income/Business Tax Return**
  - PhilGEPS Registration Number**
  - Omnibus Sworn Statement**
3. The Procuring Entity reserves the right to reject any or all offers and accept an offer as may be considered most advantageous to the office.
4. Prices being offered shall include all applicable taxes, fees and other charges.
5. General criteria for evaluation: completeness of the submitted documents, compliance to specifications, bid offer and compliance with RA9184 and other applicable government rules.
6. Quotation must be addressed as follows:

**Property and Supply Division**  
OCM Bldg., BARMM Complex  
Gov. Gutierrez Ave., RH-7  
Cotabato City

REQUESTED BY:

**ABDULLAH M. CUSAIN**

SIGNATURE OVER PRINTED NAME

**Assistant Executive Secretary**  
**OCM - BARMM**

POSITION/DESIGNATION