

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 KAPYANAN (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 873,451.00**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Archfile	70	roll		
2	Ballpen, ordinary	10	bxs		
3	Clip backfold 50mm	20	bxs		
4	Envelope, expanding asstd color (L)	40	bxs		
5	Envelope, ordinary (L) 100's	50	bxs		
6	Folder, expanding (L)	50	bxs		
7	Folder, expanding (S)	50	bxs		
8	Folder, expanding metal tab	40	bxs		
9	HP laserjet toner #17A	36	bxs		
10	Ink, Epson B/Y/C/M	80	bxs		
11	Staple wire #35	50	bxs		
12	Photo paper	50	packs		
13	Clear book (L) 80 sheets	50	pads		
14	Yellow paper	50	pads		
15	Cartolina	203	pcs		
16	Correction tape	50	pcs		
17	Data file box double	12	pcs		
18	File folder (L)	50	pcs		
19	File folder (S)	50	pcs		
20	Marken pen, permanent broad black/blue	50	pcs		
21	Marker, whiteboard black	50	pcs		
22	Reimbursement voucher binder	90	pcs		
23	Book paper (L)	50	rms		
24	Book paper (A4)	50	rms		
25	Book paper (S)	50	rms		
26	Book paper (A3)	20	rms		
27	Acetate (S)	12	roll		

**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