

Solicitation No. PMO-09-067

PRIVATIZATION AND MANAGEMENT OFFICE

104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

November 09, 2009

Gentlemen:

Please quote your lowest price(s) on the item(s) listed below and submit your quotation through fax at **894-2205** directly to the Head/General Services or thru the authorized canvasser of this department on or before **November 16, 2009** at **05:00PM**.

The contract will be awarded to qualified bidders whose bid proposal appear to be the most advantageous and responsive to the Privatization and Management Office (PMO), in accordance with its judgment and discretion, but not in no way bound to accept the lowest bid or any bid proposal which in its judgment are, in the ultimate analysis, not advantageous to the government. PMO reserves the right to reject any or all bids.

Very truly yours,

JOSEPHINE B. RABUYA
Head, General Office Services

TERMS OF PAYMENT: Fifteen (15) to thirty (30) days upon receipt and acceptance.
APPROVED BUDGET: **P27,500.00**

Qty.	Unit	ARTICLES	Unit Price	Total
5	pack	Index Card, 5"x8", RBS, 500's		
20	pc	Battery "AA" size Alkaline, 2 pcs./pack		
30	bot	Correction Fluid		
20	pc	Expanding Envelope Plastic, Long, Colored		
40	box	Fastener, Metal, Non-corrosive		
200	pc	Data File Folder, 3"x9"x15"		
10	set	Drawer Lock, Standard Size, Heavy Duty, Yale		
10	tube	Lead Pencil Rotring 0.5		
10	pad	Note Pad, 3"x3"		
20	book	Record Book, 300 pages, 215mm x 275mm, 55gsm, smythe sewn, w/ "Official Record Book" printing		
30	pc	Steno Notebook		
30	roll	Masking Tape		
30	roll	Packaging Tape		
3	pc	Stapler, Standard		

Signature : _____
Name of Supplier : _____
Designation : _____
Company : _____
Contact No. : _____