

Solicitation No. PMO-09-077

PRIVATIZATION AND MANAGEMENT OFFICE

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

REQUEST FOR QUOTATION (RFQ)

December 07, 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 **December 14, 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: **P30,000.00**

| Qty. | Unit | ARTICLES | Unit Price | Total |
|------|--------|---|------------|-------|
| 5 | pack | Index Card, 5" x 8", RBS, 500's | | |
| 20 | pc | Battery "AA" Size, Alkaline, 2 pcs/pack | | |
| 30 | bottle | Correction Fluid | | |
| 20 | pc | Expanding Envelope Plastic, Long, Colored | | |
| 40 | box | Fastener, Metal, Non-Corrosive | | |
| 200 | pc | Data File Folder, 3" x 9" x 15" | | |
| 10 | pad | Note Pad, 3" x 3" | | |
| 20 | book | Record Book/Logbook | | |
| 30 | pc | Steno Notebook – 60 leaves | | |
| 30 | roll | Masking Tape | | |
| 30 | roll | Packaging Tape | | |
| 3 | pc | Stapler, Standard, HD | | |

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