



IBAAN ELECTRIC CORPORATION

Metro-Rei Business Park, Palindan,
Ibaan, Batangas
Tel.no: (043)311-2390
Cel.no.: 0949-722-4771 / 0939-924-9478
0920-893-0256

"Your Partner to a Brighter Tomorrow"

REQUEST FOR QUOTATION

"PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES"

IBAAN ELECTRIC CORPORATION (IEC) through its **Procurement Section** under the **Administrative Services Division**, intends to procure the item/s indicated in the attached Quotation Form.

Reference No.:	RFQ2024-09-001
Procurement Project Title:	Supply and Delivery of Office Supplies
Approved Budget Cost (ABC):	172,330.00

- IEC now invites interested suppliers to submit sealed price quotations for the above Procurement Project with the following specifications:
 - Please see attached Quotation form.
- Eligibility requirements for interested suppliers: (Certified True Copy of the Original)
 - Company Profile
 - Latest Business/Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located;
 - BIR Certificate of Registration
 - Updated DTI / SEC Registration Certificate
 - PhilGEPs Certificate of Membership (if applicable)
 - List of Products/items being offered including catalogues and brochures if any;
 - Accomplished Quotation form
- Interested suppliers may obtain the Request for Quotation Form from the Procurement Officer, **Ms. Leila Marie R. Sordilla** at mobile no. **09953473699** or email at iec.purchasingdept@gmail.com.
- The deadline for submission of duly accomplished and sealed RFQ Form is on September 10, 2024 at IEC Office, Metro-Rei Business Park, Brgy. Palindan, Ibaan, Batangas. The suppliers are not required to attend the Opening of Sealed Quotations.
- Kindly submit the eligibility requirements and quotations on a sealed envelope.

MS. EDLEN T. PANDAY

Head, Administrative Services Division

IBAAN ELECTRIC CORPORATION

Metro-Rei Business Park, Brgy. Palindan, Ibaan Batangas

RFQ No. RFQ2024-09-001

Procurement of Supply and Delivery of Office Supplies

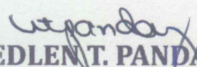
Submitted by:

Authorized Representative: _____

Name of Supplier: _____

Address of Supplier: _____

- The Winning Supplier will be notified in writing thru email and is expected to submit the signed acknowledged copy upon receipt of Notice of Award and to Proceed.
- Ibaan Electric Corporation reserves the right to accept or reject any price offer and to annul the procurement process and reject all offer at any time prior to the award of contract, without thereby incurring any liability to the affected supplier or suppliers.


EDLEN T. PANDAY

Head, Administrative Services Division



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QUOTATION FORM

Date: **SEPTEMBER 04, 2024**
Procurement Project No.: **RFQ2024-09-001**
Procurement Project Title: **PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

Sir/Madam:

May we request for quotation on the items enumerated here under. If you are interested to supply quality items, please provide us a copy of this quotation form with your **best offer/quote**.

ITEM NO.	ITEMS/DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
1	Ballpen, Pilot Retractable, BP 145 FINE (Black)	15	pcs		
2	Ballpen, Faber Castell (Black)	70	pcs		
3	Ballpen, FlexStick (Black)	105	pcs		
4	Ballpen, FlexStick (red)	25	pcs		
5	Ballpen, Gtech 0.3 (Black)	12	pcs		
6	Ballpen, Gtech -C3 - 0.5 (Black)	2	pcs		
7	Ballpen, My Gel (Black)	80	pcs		
8	Ballpen, My Gel (Blue)	20	pcs		
9	Ballpen, My Gel (red),	12	pcs		
10	Ballpen, My Gel (green)	12	pcs		
11	Ballpen, Fine tech (blue)	12	pcs		
12	Ballpen, Fine tech (black)	36	pcs		
13	Ballpen, table with string	16	pcs		
14	Binder, Ring (Plastic) 2"	10	pcs		
15	Binder, Ring (Plastic) 1/2"	5	pcs		
16	Book End	3	pairs		
17	calculator , casio regular	4	pcs		
18	Carbonless, 11 x 9.5	14	boxes		
19	cork board, 36x 24 in	1	pc		
20	Clip board with cover (Long)	4	pcs		
21	Clip, Binder (1 in)	16	boxes		
22	Clip, Binder (1-5/8 in)	6	boxes		
23	Clip, Binder (2 in)	3	boxes		
24	Clip, Paper (Big) (50 mm)	17	boxes		
25	Clip, Paper (Small) (33mm)	28	boxes		

Non-VAT Amount

VAT 12%

TOTAL AMOUNT

Delivery/Pickup Terms: Within fifteen (15) days upon receipt of PO. Supplier shall notify buyer on availability of items for pickup or schedule of delivery.
Payment Terms: Fifteen (15) days upon receipt of complete items.

Truly yours,

EDLEN T. PANDAY

HEAD, ADMINISTRATIVE SERVICES DIVISION

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:
Authorized Company Representative:

(SIGNATURE OVER PRINTED NAME)

Supplier's Name: _____
Supplier's Address: _____
Contact No./s: _____
TIN: _____

In case of failure to make full delivery/completion within the time specified as offered/required, the supplier shall be liable for liquidated damages/penalty of one-tenth (1/10) or one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.



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ITEM NO.	ITEMS/DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
FORWARDED BALANCE					
26	Cutter	1	pc		
27	Cutter Blade , 10 pcs per box	3	boxes		
28	Envelope, Brown (Long)	89	pcs		
29	Envelope, Brown (Short)	5	pcs		
30	Envelope, Expandable, long, (blue)	10	pcs		
31	Envelope, White Letter (With Window)	30	pcs		
32	Envelope, White Letter (Without Window), long	75	pcs		
33	Epson Ribbon Cartridge (LX 310)	60	pcs		
34	Expanding File Folder Organizer	3	pcs		
35	Fastener	5	boxes		
36	flash drive , 32 gb	1	pc		
37	Folder, Arch File (Long), blue	34	pcs		
38	Folder, Clear (Long), green	40	pcs		
39	Folder, Clear (Long), violet	13	pcs		
40	Folder, Expandable (Long)	10	pcs		
41	Folder, Expandable (Long), green	23	pcs		
42	Folder, Expandable (Long), blue	15	pcs		
43	Folder, Expandable (Long), red	60	pcs		
44	Folder, White (Long)	128	pcs		
45	Folder, White (Short)	67	pcs		
46	Glue Gun, for big glue stick	1	pc		
47	Glue Stick, big	30	pcs		
48	Glue, Elmers, medium	1	pc		
49	Glue, Elmers , 1 liter	1	pc		

Non-VAT Amount

VAT 12%

TOTAL AMOUNT

Delivery/Pickup Terms:

Delivery/Pickup Time:

Payment Terms:

Within fifteen (15) days upon receipt of PO. Supplier shall notify buyer on availability

Fifteen (15) days upon receipt of complete items.

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Procurement Project Title: **PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

Sir/Madam:

May we request for quotation on the items enumerated here under. If you are interested to supply quality items, please provide us a copy of this quotation form with your **best offer/quote**.

ITEM NO.	ITEMS/DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
FORWARDED BALANCE					
50	Highlighter STABILO BOSS (GREEN)	7	pcs		
51	Highlighter STABILO BOSS (light ORANGE)	8	pc		
52	Highlighter STABILO BOSS (light blue)	3	pc		
53	Highlighter STABILO BOSS (light yellow)	3	pc		
54	Ink, Epson 003 (Black)	55	bottles		
55	Ink, Epson 003 (Cyan)	30	bottles		
56	Ink, Epson 003 (Magenta)	30	bottles		
57	Ink, Epson 003 (Yellow)	30	bottles		
58	Ink, Epson 664 (Black)	10	bottles		
59	Laminating sheet, 230 gsm	1	ream		
60	Logbook, Record (300 pages)	5	pcs		
61	Logbook, Record (500 pages)	4	pcs		
62	Magazine, File Box	2	pcs		
63	Marker, Permanent (Black), broad tip	8	pcs		
64	Marker, Permanent Ink Refill (Black)	4	bottles		
65	Marker, White Board ,PILOT (Black)	15	pcs		
66	Marker, White Board ,PILOT (RED)	4	pcs		
67	Marker, White Board ,PILOT (BLUE)	5	pcs		
68	mouse pad	4	pcs		
69	Newsprint (Long)	20	reams		
70	Newsprint (Short)	25	reams		
71	Notebook, B5 SIZE	10	pcs		
72	Notebook, Corona	4	pcs		
73	Paint, spray (black)	1	pc		

Non-VAT Amount

VAT 12%

TOTAL AMOUNT

Delivery/Pickup Terms:

Delivery/Pickup Time:

Payment Terms:

Within fifteen (15) days upon receipt of PO. Supplier shall notify buyer on availability

Fifteen (15) days upon receipt of complete items.

Truly yours,

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Date: **SEPTEMBER 04, 2024**
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Procurement Project Title: **PROCUMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

Sir/Madam:

May we request for quotation on the items enumerated here under. If you are interested to supply quality items, please provide us a copy of this quotation form with your **best offer/quote**.

ITEM NO.	ITEMS/DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
FORWARDED BALANCE					
74	Paint, spray (red)	1	pc		
75	Paper, Bond (A4)	99	reams		
76	Paper, Bond (Long)	67	reams		
77	Paper, Bond (Short)	68	reams		
78	Paper, Colored, MIXED , LONG	1	ream		
79	Paper, Photo (PREMIUM Glossy)	4	packs		
80	Paper, Sticker (Matte), A4	14	packs		
81	Paper, Vellum (A4)	10	packs		
82	Paper, Vellum (Short)	11	packs		
83	Paper, Vellum (Short) , CREAM	24	packs		
84	Pencil MONGOL #2, 12 pcs per box	4	boxes		
85	Pencil holder	2	pcs		
86	Pencil Sharpener	1	pc		
87	Pencil eraser	1	pc		
88	Scissor (Big)	8	pcs		
89	Scissor (Medium)	2	pcs		
90	Staple Wire #35	24	boxes		
91	Stapler with remover	7	pcs		
92	Sticky Notes , 3" X 1"	2	pads		
93	Sticky Notes , 3" X 3"	36	pads		
94	Sticky Notes , 4" X 3"	3	pads		
95	Stamp Pad	1	pc		
96	Tape, Correction	44	pcs		
97	Tape, Double Sided	9	pcs		

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ITEM NO.	ITEMS/DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
	FORWARDED BALANCE				
98	Tape, Duct	4	pcs		
99	Tape, Masking 1"	28	pcs		
100	Tape, Masking 2"	3	pcs		
101	Tape, Packaging 2"	12	pcs		
102	Tape, Scotch 1"	27	pcs		
103	Tape, Scotch 2"	9	pcs		
104	White Board 36x 24 in	1	pc		


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TOTAL AMOUNT

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