



Republic of the Philippines

NATIONAL PRIVACY COMMISSION

Philippine International Convention Center (PICC), 5th Floor East Banquet Hall, Delegation Bldg. PICC Complex
Pasay City

REQUEST FOR QUOTATION (Customized Ballpens)

Date: 9 June 2018

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure customized ballpens.

As such, the provider or supplier of known qualifications is hereby invited to submit their quotations/price proposals not later than **13 June 2018**.

The service provider must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Income Tax Return; and
4. Omnibus Sworn Statement

Please submit your formal proposal duly signed by your representative through email, joel.pagtulingan@privacy.gov.ph or via sealed envelope or the option of the supplier, attention to:

Gelle D. Baligod

BAC Secretariat Head

National Privacy Commission

0945-8099-449

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract	
				Unit Price	Total
			TECHNICAL SPECIFICATIONS		
1	piece	4500	Customized Ballpens <i>Please see attached Terms of Reference</i>	Php17.00	Php76,500.00

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Delivery shall be made on or before June 25, 2018.
- IV. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.

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