

Republic of the Philippines
Department of Labor and Employment
Cordillera Administrative Region
Cabinet Hill, Baguio City

CANVASS FORM

GENTLEMEN:

Please quote your price, on the items mentioned hereon and submit your quotation/proposal/bid to the Property Section, DOLE-CAR Regional Office at Cabinet Hill, Baguio City, not later than March 25, 2021 at 10:00 a.m. at which time all submitted sealed quotations/proposals/bids will be opened.

We reserve the right to reject any or all quotations/proposals/bids.

Very truly yours,

VENUS L. GUINJICNA
Authorized Official

ITEM	QNTY/UNIT	DESCRIPTION	UNIT PRICE
1	1 pc	Whiteboard, 3x6	
2	20 pairs	Battery, 2A	
3	20 pairs	Battery, 3A	
4	5 pcs	Tape Dispenser, 1"	
5	200 pcs	Correction Tape, at least 5mm x 8m, Self-Adhesive	
6	200 box	Staple Wire, Full Strip 5000 staples, No. 34 or 26/6	
7	50 pcs	Scissor	
8	50 Pouch	Powder soap, All Purpose, 1 Ikilo/pouch	
9	20 pcs	Stapler with Remover, Fits No. 35 Staple Wire	
10	100 pack	Paper Fastener, plastic	
11	50 Pad	Yellow Ruled Pad, at least 90 pages per pad	
12	100 pcs	Highlighter Marker, (light orange, light pink, apple green)	
13	5 ream	Bond Paper, Short, 80 gsm (for COA)	
14	2 Box	Ballpen, Pilot G-2 10, blue, 12 pcs/box	
15	2 Box	Ballpen, Pilot G-2 10, black, 12 pcs/box	
16	1 unit	Printer, continuous ink, can Xerox legal document (for COA)	
17	1 unit	Coffee Maker, 1.5 L capacity (ARD use)	
18	1 unit	Water dispenser, Table top, hot and cold (ARD use)	

19	2 pcs	Flash Drive, 64 gb (RD & ARD use)	
20	2 pcs	Headset with mic, with noise cancelling (RD & ARD use)	
21	1 unit	Cellphone (ARD use)	
22	10 box	Surgical Mask, 3 ply (ARD and RD use)	

Requirements:

1. Quotation exceeding the ABC of Php 119,860.00 will be automatically disqualified
 2. This is a lot procurement, thus partial quotation not accepted. Canvass forms with partial quotation will automatically disqualified.
 3. Only items not available at DBM-PS will be awarded to the winning bidder.
 4. Interested suppliers are required to submit the following documents in addition to the Canvass Form:
 - a. Mayor's/Business Permit
 - b. PhilGEPS Registration
 - c. Omnibus Sworn Statement
- Note: Quotation/Bid with incomplete documents will be automatically disqualified**
5. Item/s or services must be delivered within 10 days upon receipt of approved Purchase Order. A penalty of one-tenth (1/10) of the one percent for every day of delay shall be imposed on the undelivered item/s.
 6. Item/s or services must be delivered at DOLE-CAR Regional Office.
 7. Items must carry standard warranty, if applicable.
 8. Defective item/s must be replaced/acted upon within 5 days upon notification.

For DOLE-CAR

For Bidder/Supplier

Quotation received in response to the posting:

Date:

Canvassed by:

Date:

Name of Establishment/Address

Signature of Manager/Authorized Representative

TIN:_____

Contact Number:_____