

17 & 18<sup>th</sup> Flrs., 139 Corporate Center  
139 Valero Street, Salcedo Village Makati City  
Tel. No. 5328-1100 and 1112-1116  
email add: [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

### REQUEST FOR QUOTATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Gentlemen,

Please quote hereunder your lowest possible price(s) for the following item(s) which is/ are urgently needed by this office it is requested that the quotation be sealed sign, or stamped in an envelope and submitted to the **Small Business Corporation**, 17<sup>th</sup> Flr., 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City.

| QTY | UNIT    | ARTICLES                    | Approved Budget | PRICE |
|-----|---------|-----------------------------|-----------------|-------|
| 64  | Packs   | Sugar (1kg)                 | 5,760.00        |       |
| 50  | Packs   | Coffee (200g)               | 8,500.00        |       |
| 65  | Packs   | Creamer (450g)              | 9,100.00        |       |
| 1   | Bottle  | Glass Cleaner (600ml)       | 170.00          |       |
| 14  | Bottles | Hand soap (500ml)           | 2,100.00        |       |
| 12  | Packs   | Detergent                   | 120.00          |       |
| 2   | Pieces  | Toilet deodorant            | 100.00          |       |
| 10  | Boxes   | Box Tissue                  | 1,000.00        |       |
| 8   | Pieces  | Car Cloth                   | 480.00          |       |
| 28  | Pieces  | Sponge                      | 420.00          |       |
| 16  | Pieces  | Car Freshener               | 1,280.00        |       |
| 2   | Gallons | Bleach                      | 160.00          |       |
| 30  | Bottles | Dishwashing Liquid          | 5,400.00        |       |
| 10  | Pieces  | Steel wool                  | 1,600.00        |       |
| 6   | Bottles | Toilet bowl cleaner (500ml) | 960.00          |       |
| 2   | Gallons | Wax                         | 800.00          |       |
| 40  | Rolls   | Trash bag (large)           | 2,400.00        |       |

Kindly attached the following documents:

1. Latest PHILGEPS Certificate
2. Latest Mayor's Permit
3. BIR 2303
4. Omnibus Sworn Statement

Terms and Condition:

1. Payments are shall be made upon completion of service required and are subject to withholding taxes
2. Goods/Services shall be immediately served within 30 days from the date of receipt of Purchase Order.

Early attention hereto will be appreciated.

Prepared by:

JOLINA T. PARPAN  
HRASG Assistant

Very truly yours,

JULIETA S. CALIMLIM  
Head, HRASG

**Small Business Corporation**

17<sup>th</sup> Flr., 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City

Per your request, I/We have indicated the prices of the above-mentioned article(s) on the UNIT PRICE above.

\_\_\_\_\_  
Signature of Dealer/Supplier