



Request for Quotation (RFQ)

Procurement Title:

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR CITY MAYOR'S OFFICE

PR No. : **2024-03899-018**

Solicitation No. : **078-7N-24**

PR Date : **11 March, 2024**

Philgeps Reference No. : **10667491**

Approved Budget for the Contract: **PHP 185,078.80**

Please quote your lowest price on the item/s listed described below or in the attached Purchase Request (PR) subject to the General Terms and Conditions Stated herein, submit filled out quotation duly signed by you or your duly authorized representative not later than March 20, 2024, 1:00 PM at the Bids and Awards Committee Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City 2400 Pangasinan.

ATTY. AURORA E. VALLE

BAC Chairman

GENERAL TERMS AND CONDITIONS:

- Warranty shall be for a minimum period of three (3) months for expendable components, one (1) year for non-expendable components, from date of acceptance by the City Government of Dagupan.
- Price validity shall be for a period of thirty (30) calendar days counted from date of quotation.
- Price quotation shall be inclusive of all costs and applicable taxes.
- Delivery period upon receipt of Purchase Order (P.O.)
- Amount of bid docs to be paid Php 500.00.
- PhilGEPs REGISTRATION/ CERTIFICATE, MAYOR'S/ BUSINESS PERMIT, TAX REGISTRATION, SEC or DTI. Shall be attached upon submission of quotation.
- Latest income/business tax return shall be attached upon submission of quotation if ABC is above Php 500,000.00
- A notarized omnibus sworn statement (GPPB-prescribed format) shall be attached upon submission of quotation if ABC is above Php50,000.00
- Bidders shall submit original brochures showing certifications of the product being offered. (if applicable)
- ANY ALTERATIONS AND/OR ERASURES SHALL BE COUNTER-SIGNED BY THE BIDDER OR HIS/HER DULY AUTHORIZED REPRESENTATIVE. BIDS WITH ALTERATIONS AND/OR ERASURES THAT ARE NOT COUNTER-SIGNED SHALL BE REJECTED.**

COMPANY NAME : _____

ADDRESS : _____

PHILGEPs REGISTRATION No. : _____

Valid Until: _____

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
10	can	AIR FRESHENER, 320ml/can				
6	bottle	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle				
5	box	BALLPEN, Crystal Tech, 0.5, 50s/box, Black				
50	piece	BALLPEN, Fine Tip, 0.5, Black				
10	piece	BALLPEN, Fine Tip, 0.5, Red				
10	box	BATHROOM SOAP, 175g/box				
10	box	BATHROOM SOAP, 85g/box				
10	pack	BATTERY, Dry Cell, Size AA, 4pcs/pack				
10	pack	BATTERY, Dry Cell, Size AAA, 4pcs/pack				
12	bottle	BLEACHING SOLUTION, 1gallon/bottle				
30	ream	BOND PAPER, A4, Subs. 20, 500sheets/ream				
60	ream	BOND PAPER, Legal, Subs. 20, 500sheets/ream				
40	ream	BOND PAPER, Letter, Subs. 20, 500sheets/ream				
2	piece	BROOM, Soft (Tambo)				
2	piece	BROOM, Stick (Ting-ting)				
10	bottle	CLEANER, Toilet Bowl and Urinal, 900ml/bottle				
10	box	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box				
10	box	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box				
10	box	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box				
5	box	CLIP BULLDOG, Big, 12pcs/box				
5	box	CLIP BULLDOG, Small, 12pcs/box				
10	piece	CLOTH, Franela				
30	piece	CORRECTION TAPE, 8m x 5mm				
15	piece	DETERGENT BAR, 125g/piece				
200	pack	DETERGENT POWDER, 50g/pack				
10	piece	DISHWASHING FOAM, 100x70x40mm				
15	bottle	DISHWASHING LIQUID, 780ml/bottle				
7	can	DISINFECTANT SPRAY, 340g/can				
20	piece	DOOR MAT, Cloth				
2	box	ENVELOPE, Brown, Legal, 500pcs/box				
1000	piece	ENVELOPE, Brown, Short, Single				
100	piece	ENVELOPE, Expanding, Kraftboard, Long				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
100	piece	ENVELOPE, Expanding, Kraftboard, Short				
50	pack	FABRIC CONDITIONER, 22ml/pack				
5	bottle	FABRIC CONDITIONER, 900ml/bottle				
15	pack	FACIAL TISSUE, 100s/pack				
5	bottle	FLOOR WAX, Liquid, Natural, 500ml/bottle				
5	bottle	FLOOR WAX, Liquid, Red, 1L/bottle				
3	box	FOLDER, Pressboard, Long, 100sheets/box				
6	pack	FOLDER, Tagboard, Long, 100pcs/pack				
15	set	MARKER, Fluorescent, 3 assorted colors/set				
20	piece	MARKER, Permanent, Broad Tip, Black				
5	piece	MARKER, Permanent, Broad Tip, Blue				
5	piece	MARKER, Permanent, Broad Tip, Red				
20	piece	MARKER, Permanent, Small Point, Black				
20	piece	MARKER, Whiteboard, Fine Tip, Black				
5	piece	MARKER, Whiteboard, Fine Tip, Blue				
5	piece	MARKER, Whiteboard, Fine Tip, Red				
16	pad	NOTE PAD, Stick On, 3" x 3", 100sheets/pad				
10	pad	NOTE PAD, Stick On, 3" x 4", 100sheets/pad				
15	box	PAPER CLIP, Plastic Coated, 33mm, 50g/box				
15	box	PAPER CLIP, Plastic Coated, 50mm, 50g/box				
5	box	PENCIL, Lead #2, 12s/box				
10	pack	PHOTO PAPER, A4, 230g, Glossy, 20s/pack				
5	bottle	PRINTER INK REFILL, Brother BT D60,				
2	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle,				
2	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle,				
2	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle,				
20	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black				
8	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan				
8	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle,				
8	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow				
10	box	PUSH PIN, 100pcs/box				
5	kilo	RAG, Cotton, 8", per kilo				
15	piece	RECORD BOOK, Hard Bound, 300 pages				
15	piece	RECORD BOOK, Hard Bound, 500 pages				
5	box	RUBBER BAND, #14				
48	piece	SIGN PEN, Gel Point, 0.5mm, Black				
48	piece	SIGN PEN, Impact Gel, 1.0mm, Black				
10	bottle	SOAP, Hand Wash Liquid, 225ml/bottle				
2	bottle	STAMP PAD INK, 950ml/bottle				
3	piece	STAMP PAD, Big				
15	box	STAPLE WIRE, #35, 5000pcs/box				
10	roll	TAPE, Masking, 2"				
10	roll	TAPE, Packaging, 2"				
10	roll	TAPE, Transparent, 1"				
10	roll	TAPE, Transparent, 2"				
15	pack	TISSUE PAPER, 2ply, 12rolls/pack				
35	pack	TRASH BAG, Plastic, Xlarge, 10pcs/pack				
185,078.80						

After having carefully read and accepted your General Terms and Conditions, I/ WE quote you on the item at prices noted above.

Signature over printed name

(Owner/ Authorized Representative) _____

Telephone/ Mobile No. _____

Email Address _____

Date _____

NOTE: ADDITIONAL INSTRUCTION

- Please submit quotation and required documents in a SEALED envelope.
- RFQ/s may be submitted personally at the BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City during office hours 8:00 A.M. to 5:00 P.M. Bidder shall present its proof of payment for the Bid Docs Fees. Payment shall be paid at the One Stop Shop Business Center (OSBC).
- RFQ's may be submitted through mail/courier services and shall be addressed to the BAC Chairman with Office Address: BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City. Bidder shall attach a Postal Money Order and/ or Managers Check for the Bid Docs Fees with a Payee: CITY TREASURE'S OFFICE DAGUPAN CITY. Bidders shall also attach a self-addressed stamped envelope for the RFQ's received by the BAC after the deadline will be return through that aforementioned self-addressed stamp envelope.
- RFQ's THAT ARE DELIVERD BY MAIL/ COURIER SERVICE AFTER THE DEADLINE SHALL NOT BE OPENED AND SHALL BE IMMEDIATELY RETURNED. THE BAC SHALL NOT BE RESPONSIBLE FOR ANY DELAY IN THE DELIVERY OF RFQ's VIA MAIL/ COURIER SERVICES.**