



Request for Quotation (RFQ)

Procurement Title:

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR CITY MAYOR'S OFFICE

PR No. : **2024-03967-018**

Solicitation No. : **092-11N-24**

PR Date : **11 April, 2024**

Philgeps Reference No. : **10750359**

Approved Budget for the Contract: **PHP 135,274.40**

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 April 16, 2024, 12:00 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				
25	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				
5	bottle	BLEACHING SOLUTION, 1gallon/bottle				
15	ream	BOND PAPER, A4, Subs. 20, 500sheets/ream				
30	ream	BOND PAPER, Legal, Subs. 20, 500sheets/ream				
20	ream	BOND PAPER, Letter, Subs. 20, 500sheets/ream				
5	bottle	CLEANER, Toilet Bowl and Urinal, 900ml/bottle				
5	box	CLIP BACKFOLD, Metal Clamping, 19mm, 12s/box				
5	box	CLIP BACKFOLD, Metal Clamping, 25mm, 12s/box				
5	box	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box				
5	box	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box				
5	box	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box				
2	box	CLIP BULLDOG, Big, 12pcs/box				
2	box	CLIP BULLDOG, Small, 12pcs/box				
5	piece	CLOTH, Franela				
15	piece	CORRECTION TAPE, 8m x 5mm				
8	piece	DETERGENT BAR, 125g/piece				
100	pack	DETERGENT POWDER, 50g/pack				
5	piece	DISHWASHING FOAM, 100x70x40mm				
8	bottle	DISHWASHING LIQUID, 780ml/bottle				
3	can	DISINFECTANT SPRAY, 340g/can				
10	piece	DOOR MAT, Cloth				
1	box	ENVELOPE, Brown, Legal, 500pcs/box				
1000	piece	ENVELOPE, Brown, Short, Single				
100	piece	ENVELOPE, Expanding, Kraftboard, Long				
100	piece	ENVELOPE, Expanding, Kraftboard, Short				
5	box	ENVELOPE, Mailing, White, Long, 500s/box				
2	box	ENVELOPE, Mailing, White, Short, 500s/box				
50	pack	FABRIC CONDITIONER, 22ml/pack				
2	bottle	FABRIC CONDITIONER, 900ml/bottle				
5	pack	FACIAL TISSUE, 100s/pack				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
2	bottle	FLOOR WAX, Liquid, Natural, 500ml/bottle				
2	bottle	FLOOR WAX, Liquid, Red, 1L/bottle				
1	box	FOLDER, Pressboard, Long, 100sheets/box				
3	pack	FOLDER, Tagboard, Long, 100pcs/pack				
3	pack	FOLDER, Tagboard, Short, 100pcs/pack				
6	bottle	GLASS CLEANER, with Sprayer, 350ml/bottle				
6	jar	GLUE, All Purpose, 130g/jar				
5	can	INSECTICIDE SPRAY, 500ml/can				
2	bottle	LIQUID SOSA, 500ml/bottle				
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				
4	box	MARKER, Permanent, Fine Tip, 12pcs/box, Black				
1	box	MARKER, Permanent, Fine Tip, 12pcs/box, Blue				
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				
1	bottle	MURIATIC ACID, 1L/bottle				
5	pad	NOTE PAD, Stick On, 3" x 3", 100sheets/pad				
5	pad	NOTE PAD, Stick On, 3" x 4", 100sheets/pad				
5	box	PAPER CLIP, Plastic Coated, 33mm, 50g/box				
5	box	PAPER CLIP, Plastic Coated, 50mm, 50g/box				
5	box	PAPER FASTENER, Plastic, 50S/BOX				
2	box	PENCIL, Lead #2, 12s/box				
5	bottle	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black				
2	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Cyan				
2	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta				
2	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow				
30	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, Magenta				
8	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow				
2	piece	PUSH BRUSH, Plastic Handle				
5	box	PUSH PIN, 100pcs/box				
5	piece	RECORD BOOK, Hard Bound, 300 pages				
5	piece	RECORD BOOK, Hard Bound, 500 pages				
2	box	RUBBER BAND, #14				
2	box	RUBBER BAND, #18				
24	piece	SIGN PEN, Gel Point, 0.5mm, Black				
24	piece	SIGN PEN, Impact Gel, 1.0mm, Black				
5	bottle	SOAP, Hand Wash Liquid, 225ml/bottle				
5	box	STAPLE WIRE, #35, 5000pcs/box				
10	roll	TAPE, Double Sided, 1"				
10	roll	TAPE, Duct, 2"				
5	roll	TAPE, Masking, 2"				
5	roll	TAPE, Packaging, 2"				
5	roll	TAPE, Transparent, 1"				
5	roll	TAPE, Transparent, 2"				
5	piece	TOILET DEODORANT CAKE, 100g				
15	pack	TRASH BAG, Plastic, Xlarge, 10pcs/pack				
135,274.40						

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

1. Please submit quotation and required documents in a SEALED envelope.
2. 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).
3. 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.
4. **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.**