



Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR SANGGUNIANG PANLUNGSOD OFFICE USE**

PR No. : **2024-04007-035**

Solicitation No. : **122-1N-24**

PR Date : **29 April, 2024**

Philgeps Reference No.. : **10838138**

Approved Budget for the Contract: **₱177,287.60**

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 May 13, 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 ₱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	cans	Air Freshener, 320ml/can				
40	bottles	Alcohol, Isopropyl, 70% Solution, 500ml/bottle pump				
8	boxes	Ballpen, Crystal Tech, 0.5, 50s/box, Black				
5	packs	Battery, Dry cell, AA, 4pcs/pack				
5	packs	Battery, Rechargeable, 2800 MAH Size AA, 4pcs/pack				
30	bottles	Bleaching Solution, 1liter/bottle				
5	reams	Book Paper, A4, Subs. 20, 500sheets/ream				
120	reams	Book Paper, Legal, Subs. 20, 500sheets/ream				
50	reams	Book Paper, Short, Subs. 20, 500sheets/ream				
10	bottles	Cleaner, Toilet Bowl and Urinal, 500ml/bottle				
10	boxes	Clip Backfold, Metal Clamping, 25mm, 12s/box				
10	boxes	Clip Backfold, Metal Clamping, 32mm, 12s/box				
10	boxes	Clip Backfold, Metal Clamping, 41mm, 12s/box				
10	boxes	Clip Bulldog, Big, 12pcs/box				
10	boxes	Clip Bulldog, Small, 12pcs/box				
10	pcs	Correction Tape, 8m x 5mm				
100	packs	Detergent Powder, 50g/pack				
5	pcs	Dishwashing Foam, 100mm x 70mm x 40mm				
15	bottles	Dishwashing Liquid, 240ml/bottle				
10	cans	Disinfectant Spray, 510g/can				
20	pcs	Doormat, Cloth				
350	pcs	Envelope, Brown, Legal, Single				
350	pcs	Envelope, Brown, Short, Single				
20	pcs	Envelope, Expanding, Kraftboard, Long				
10	pcs	Envelope, Expanding, Kraftboard, Short				
3	pcs	Envelope, Expanding, Plastic, Long, with handle				
3	boxes	Envelope, Mailing, White, Long, 500s/box				
100	packs	Fabric Conditioner, 22ml/pack				
5	pcs	Flash Drive, 64GB				
2	boxes	Folder, Pressboard, Long, 100sheets/box				
1	box	Folder, Pressboard, Short, 100sheets/box				
1	pack	Folder, Tagboard, Short, 100pcs/pack				
2	cans	Furniture Cleaner, with Cleansing Conditioner, 330ml/can				
3	packs	Index Card, 5 x 8, 100s/pack				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
10	pcs	Highlighter, Pen				
5	cans	Insecticide Spray, 500ml/can				
5	packs	Manila Paper, 3sheets/pack				
12	pcs	Marker, Permanent, Broad Tip, Black				
5	pcs	Marker, Permanent, Broad Tip, Blue				
10	pads	Note Pad, Stick on, 2" x 3", 100sheets/pad				
10	pads	Note Pad, Stick on, 3" x 5", 100sheets/pad				
5	pads	Pad Paper, Yellow Pad, 80 leaves/pad				
20	boxes	Paper Clip, Plastic Coated, 33mm, 50g/box				
5	boxes	Paper Fastener, Metal, 50s/box				
10	boxes	Paper Fastener, Plastic, 50s/box				
10	packs	Photo Paper, A4, 230g, Glossy, 20s/pack				
15	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Black				
10	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Cyan				
10	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Magenta				
9	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Yellow				
5	bottles	Printer Ink Refill, Epson T6641, 70ml/bottle, Black				
12	pcs	Sign Pen, Gel Point, 0.5mm, Black				
12	pcs	Sign Pen, Gel Point, 1.0mm, Black				
2	pcs	Sponge, Regular, with Scrub Pad				
10	boxes	Staple Wire, #35, 5000pcs/box				
5	pcs	Stapler, #35, Heavy Duty, with Staple Remover				
20	packs	Sticker Paper, A4, Matte, 10sheets/pack				
4	rolls	Tape, Double-sided, 1"				
5	rolls	Tape, Masking, 1"				
5	rolls	Tape, Masking, 2"				
5	rolls	Tape, Transparent, 2"				
12	packs	Tissue Paper, 2ply, 12rolls/pack				
10	bottles	Toilet Bowl & Urinal Cleaner, 900ml/bottle				
20	pcs	Toilet Deodorant Cake, 100g				
30	packs	Trash Bag, Plastic, Large, 10pcs/pack				
30	packs	Trash Bag, Plastic, XXLarge, 10pcs/pack				
2	pcs	Trash Bin, 2 Wheel, with cover				
₱177,287.60						

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.**