



Request for Quotation (RFQ)

Procurement Title:

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR CITY ENGINEER'S OFFICE

PR No. : **2024-04032-012**

Solicitation No. : **129-2N-24**

PR Date : **08 May, 2024**

Philgeps Reference No. : **10859479**

Approved Budget for the Contract: **₱182,682.50**

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 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 ₱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
25	reams	Bond Paper, A4, Subs. 20, 500sheets/ream				
50	reams	Bond Paper, Legal, Subs. 20, 500sheets/ream				
25	reams	Bond Paper, Letter, Subs. 20, 500sheets/ream				
5	pcs	Calculator, Basic Compact, 12 digits				
5	boxes	Carbon Film, Legal, 100sheets/box (Black)				
25	boxes	Clip Backfold, Metal Clamping, 19mm, 12s/box				
25	boxes	Clip Backfold, Metal Clamping, 25mm, 12s/box				
25	boxes	Clip Backfold, Metal Clamping, 32mm, 12s/box				
50	pcs	Correction Tape, 8m x 5mm				
1	pc	Dry Seal/Emboss (Manual or Machine Engrave)				
5	boxes	Envelope, Brown, Legal, 500pcs/box				
5	boxes	Envelope, Expanding, Kraftboard, Long, 100pcs/box				
10	pcs	Flash Drive, 32GB				
5	boxes	Folder, Pressboard, Long, 100sheets/box				
8	packs	Folder, Tagboard, A4, 100pcs/pack				
8	packs	Folder, Tagboard, Long, 100pcs/pack				
5	jars	Glue, All Purpose, 130g/jar				
1	box	Laminating Film, A4, 222 x 286mm x 125microns/box				
25	sets	Marker, Fluorescent, 3 assorted Colors/set				
50	pcs	Marker, Permanent, Broad Tip, Black				
12	pcs	Marker, Permanent, Broad Tip, Blue				
12	pcs	Marker, Permanent, Broad Tip, Red				
3	boxes	Marker, Permanent, Fine Tip, 12pcs/box, Black				
1	box	Marker, Permanent, Fine Tip, 12pcs/box, Blue				
1	box	Marker, Permanent, Fine Tip, 12pcs/box, Red				
50	rolls	Muslim Cord/Japan Cord				
50	pads	Notepad, Stick On, 3" x 3", 100sheets/pad				
10	boxes	Paper Fastener, Plastic, 50s/box				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
5	boxes	Pencil, Lead #1, 12s/box				
15	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Black				
8	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Cyan				
8	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Magenta				
9	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Yellow				
2	bottles	Printer Ink Refill, Epson 008, 65ml/bottle, Black				
1	bottle	Printer Ink Refill, Epson 008, 65ml/bottle, Cyan				
1	bottle	Printer Ink Refill, Epson 008, 65ml/bottle, Magenta				
1	bottle	Printer Ink Refill, Epson 008, 65ml/bottle, Yellow				
15	bottles	Printer Ink Refill, Epson T6641, 70ml/bottle, Black				
8	bottles	Printer Ink Refill, Epson T6642, 70ml/bottle, Cyan				
8	bottles	Printer Ink Refill, Epson T6643, 70ml/bottle, Magenta				
8	bottles	Printer Ink Refill, Epson T6644, 70ml/bottle, Yellow				
10	pcs	Ruler, Hard Plastic, 12"				
10	pairs	Scissors, Multi-Purpose, 8"				
75	pcs	Sign Pen, Impact Gel, 1.0mm, Black				
12	rolls	Tape, Masking, 1"				
12	rolls	Tape, Transparent, 1"				
₱182,682.50						

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.**