



Request for Quotation (RFQ)

PROCUREMENT OF VARIOUS SUPPLIES FOR CITY MAYOR'S OFFICE

Procurement Title:

PR No. : **2024-04425-018**

PR Date : **28 October, 2024**

Approved Budget for the Contract: **PHP 234,194.60**

Solicitation No. : **417-8N-24**

Philgeps Reference No. : **11458992**

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 **November 14, 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 form 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
20	can	AIR FRESHENER, 320ml/can				
5	bottle	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle				
100	piece	BALLPEN, Crystal Tech, 0.5, Black				
100	piece	BALLPEN, Retractable, 0.7, Black				
30	box	BATHROOM SOAP, 175g/box				
50	ream	BOOK PAPER, A4, Subs. 20, 500sheets/ream				
50	ream	BOOK PAPER, Legal, Subs. 20, 500sheets/ream				
60	ream	BOOK PAPER, Letter, Subs. 20, 500sheets/ream				
10	bottle	CLEANER, Toilet Bowl and Urinal, 900ml/bottle				
10	piece	CLEARBOOK, 20 pockets, Legal Size				
10	piece	CORRECTION TAPE, 8m x 5mm				
10	piece	DISHWASHING FOAM, 100x70x40mm				
10	bottle	DISHWASHING LIQUID, 780ml/bottle				
10	can	DISINFECTANT SPRAY, 340g/can				
2	box	ENVELOPE, Brown, Legal, 500pcs/box				
10	bottle	FABRIC CONDITIONER, 900ml/bottle				
3	bottle	FLOOR WAX, Liquid, Natural, 500ml/bottle				
3	bottle	FLOOR WAX, Liquid, Red, 1L/bottle				
5	pack	FOLDER, Tagboard, Long, 100pcs/pack				
5	bottle	GLASS CLEANER, with Sprayer, 350ml/bottle				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
10	can	INSECTICIDE SPRAY, 500ml/can				
10	bottle	MURIATIC ACID, 1gallon/bottle				
5	bottle	MURIATIC ACID, 1L/bottle				
10	pad	NOTE PAD, Stick On, 2" x 3", 100sheets/pad				
30	pad	NOTE PAD, Stick On, 3" x 3", 100sheets/pad				
5	box	PAPER CLIP, Plastic Coated, 50mm, 50g/box				
5	bottle	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black				
5	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Cyan				
5	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta				
5	bottle	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow				
10	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black				
10	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan				
10	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta				
10	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow				
3	box	RUBBER BAND, #14				
3	box	RUBBER BAND, #18				
120	piece	SIGN PEN, Gel Point, 1.0mm, Black				
10	bottle	SOAP, Hand Wash Liquid, 225ml/bottle				
50	bundle	SPECIALTY PAPER, 220gsm, A4, 100sheets/bundle				
10	box	STAPLE WIRE, #35, 5000pcs/box				
20	pack	STICKER PAPER, Legal, Glossy, 10sheets/pack				
20	roll	TAPE, Transparent, 1"				
30	pack	TISSUE PAPER, 2ply, 12rolls/pack				
100	pack	TRASH BAG, Plastic, Xlarge, 10pcs/pack				
50	reams	Vellum Board, Long, 100sheets/ream				
50	reams	Vellum Board, A4, 100sheets/ream				
100	pcs	Sign Pen, Basic Gel				
234,194.60						

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

- 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.**