



## Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR ONE STOP BUSINESS CENTER USE**

PR No. : **2025-04708-022**

Solicitation No. : **071-2N-25**

PR Date : **31 January, 2025**

Philgeps Reference No. : **11737459**

Approved Budget for the Contract: **₱204,405.00**

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 February 12, 2025, 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
5	cans	Air Freshener, 320ml/can				
50	bottles	Alcohol, Ethyl, 70% Solution, 500ml/bottle				
150	pcs	Ballpen, Crystal Tech, 0.5, Black				
15	boxes	Bathroom Soap, 125g/box				
5	packs	Battery, Dry Cell, Size AA, 4pcs/pack				
5	packs	Battery, Dry Cell, Size AAA, 4pcs/pack				
10	bottles	Bleaching Solution, 1liter/bottle				
15	reams	Bond Paper, Legal, Subs. 20, 500sheets/ream				
15	reams	Bond Paper, Letter, Subs. 20, 500sheets/ream				
20	pcs	Calculator Ribbon, for Adding Machine				
2	pcs	Calculator, Basic Compact, 12 Digits				
1	box	Carbon Film, Legal, 100sheets/box				
30	pcs	Correction Tape, 8m x 5mm				
60	packs	Detergent Powder, 50g/pack				
5	bottles	Dishwashing Liquid, 780ml/bottle				
6	boxes	Envelope, Brown, Legal, 500pcs/box				
50	packs	Fabric Conditioner, 22ml/pack				
3	boxes	Folder, Pressboard, Long, 100sheets/box				
2	packs	Folder, Tagboard, Long, 100pcs/pack				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
5	cans	Insecticide Spray, 500ml/can				
3	bottles	Liquid Sosa, 500ml/bottle				
1	box	Marker, Permanent, Fine Tip, 12pcs/box, Black				
45	reams	Mimeo Paper, Whitewove, Long, 500sheets/ream				
10	reams	Mimeo Paper, Whitewove, Short, 500sheets/ream				
5	pcs	Mophead, Cotton, 500g				
20	boxes	Paper Fastener, Metal, 50s/box				
20	boxes	Paper Fastener, Plastic, 50s/box				
1	box	Pencil, Lead #2, 12s/box				
3	bottles	Printer Ink Refill, Brother BT D60, 108.0ml/bottle, Black				
10	bottles	Printer Ink Refill, Epson, 003, 65ml/bottle, Black				
5	pcs	Record Book, Hard Bound, 500 pages				
50	pcs	Ribbon Cartridge, Epson C13S015632, Black, for LX-310				
10	boxes	Rubber Band, #14, 350g/box				
10	pcs	Sign Pen, Gel Point, 0.5mm, Black				
10	pcs	Sign Pen, Gel Point, 1.0mm, Black				
5	rolls	Tape, Duct 2"				
10	rolls	Tape, Masking, 2"				
20	rolls	Tape, Transparent, 1"				
15	rolls	Tape, Transparent, 2"				
50	packs	Tissue Paper, 2ply, 12rolls/pack				
10	pcs	Toner Cartridge, HP 285a (85a), Black				
50	packs	Trash Bag, Plastic, XXLarge, 10pcs/pack				
2	rolls	CV Ink Black, RISO CV1200				
<b>₱204,405.00</b>						

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 : \_\_\_\_\_