Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City

Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS FOR BIDS AND AWARDS COMMITTEE**

PR No. : **2025-04788-052**
PR Date : **14 February, 2025**
Solicitation No. : **103-2N-25**
Philgeps Reference No. : **11788019**
Approved Budget for the Contract: **₱89,612.60**

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 February 25, 2025, 1:00 PM at the Bids and Awards Committee Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City 2400 Pangasinan.

(ORIGINAL SIGNED)
ATTY. AURORA E. VALLE
BAC Chairman

GENERAL TERMS AND CONDITIONS:

1. 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.
2. Price validity shall be for a period of thirty (30) calendar days counted form date of quotation.
3. Price quotation shall be inclusive of all costs and applicable taxes.
4. Delivery period upon receipt of Purchase Order (P.O.)
5. Amount of bid docs to be paid ₱500.00.
6. PhilGEPS REGISTRATION/ CERTIFICATE, MAYOR'S/ BUSINESS PERMIT, TAX REGISTRATION, SEC or DTI. Shall be attached upon submission of quotation.
7. Latest income/business tax return shall be attached upon submission of quotation if ABC is above Php 500,000.00
8. A notarized omnibus sworn statement (GPPB-prescribed format) shall be attached upon submission of quotation if ABC is above Php50,000.00
9. Bidders shall submit original brochures showing certifications of the product being offered. (if applicable)
10. **ANY ALTERATIONS AND/OR ERASURES SHALL BE COUNTER-SIGNED BY THE BIDDER OR HIS/HER DULY AUTHORIZED REPRESENTIVE. 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	can	AIR FRESHENER, 320ml/can				
5	bottle	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle				
24	piece	BALLPEN, Retractable, 0.7, Black				
24	piece	BALLPEN, Retractable, 0.7, Blue				
12	piece	BALLPEN, Retractable, 0.7, Red				
2	bottle	BLEACHING SOLUTION, 1gallon/bottle				
30	ream	BOND PAPER, A4, Subs. 20, 500sheets/ream				
60	ream	BOND PAPER, Legal, Subs. 20, 500sheets/ream				
30	ream	BOND PAPER, Letter, Subs. 20, 500sheets/ream				
5	box	CLIP BACKFOLD, Metal Clamping, 25mm, 12s/box				
5	box	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
30	piece	CORRECTION TAPE, 8m x 5mm				
3	can	DISINFECTANT SPRAY, 340g/can				
1	box	FOLDER, Pressboard, Long, 100sheets/box				
3	pack	FOLDER, Tagboard, Long, 100pcs/pack				
3	piece	MARKER, Whiteboard, Fine Tip, Black				
5	pad	NOTE PAD, Stick On, 3" x 3", 100sheets/pad				
5	pad	NOTE PAD, Stick On, 3" x 4", 100sheets/pad				
15	box	PAPER FASTENER, Metal, Non-Rust, 50s/box				
20	box	PAPER FASTENER, Plastic, 50S/BOX				
5	box	PENCIL, Lead #2, 12s/box				
15	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black				
2	piece	RECORD BOOK, Hard Bound, 300 pages				
12	piece	SIGN PEN, Gel Point, 0.5mm, Black				
12	piece	SIGN PEN, Gel Point, 1.0mm, Black				
5	bottle	SOAP, Hand Wash Liquid, 225ml/bottle				
3	piece	SPONGE, Regular, with Scrub Pad				
10	box	STAPLE WIRE, #35, 5000pcs/box				
30	pack	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack				
10	pack	TABLE NAPKIN, Precut Folded, 1000sheets/pack				
20	roll	TAPE, Transparent, 1"				
20	pack	TISSUE PAPER, 2ply, 12rolls/pack				
2	piece	TOILET BOWL BRUSH, Metal Handle				
10	pack	TRASH BAG, Plastic, XLarge, 10pcs/pack				
12	piece	DINING PLATE, Porcelain				
12	piece	DINING FORK, Stainless Steel				
12	pie	DINING SPOON, Stainless Steel				
5	pack	DISPOSABLE CUP, Plastic, 12oz, 50s/pack				
10	pack	DISPOSABLE CUP, Plastic, 8oz, 25s/pack				
5	pack	DISPOSABLE FORK, Plastic, 100s/pack				
3	pack	DISPOSABLE PLATE, Styro, 100s/pack				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
5	pack	DISPOSABLE SPOON, Plastic, 100s/pack				
				₱89,612.60		

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 : _____