



Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE AND OTHER SUPPLIES AND ICT EQUIPMENT FOR CTO-MARKET DIVISION USE**

PR No. : **2025-05321-019**

Solicitation No. : **407-7N-25**

PR Date : **04 September, 2025**

Philgeps Reference No. : **12388365**

Approved Budget for the Contract: **₱124,828.80**

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 September 16, 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 from 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 Php 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 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
100	bottles	Alcohol, Ethyl, 70% Solution, 500ml/bottle				
100	pcs	Ballpen, Crystal Tech, 0.5, Black				
15	bottles	Bleaching Solution, 1liter/bottle				
50	reams	Bond Paper, A4, Subs. 20, 500sheets/ream				
4	reams	Bond Paper, Legal, Subs. 18, 500sheets/ream				
25	reams	Bond Paper, Legal, Subs. 20, 500sheets/ream				
10	reams	Bond Paper, Letter, Subs. 20, 500sheets/ream				
2	pcs	Broom, Soft (Tambo)				
5	pcs	Calculator, Basic Compact, 12 Digits				
1	box	Carbon Film, Legal, 100sheets/box				
2	pcs	Ceiling Cobweb Remover, 2-way, Extendable Plastic Handle				
25	pcs	Correction Tape, 8m x 5mm				
7	pcs	Dorr Mat, Cloth				
2	pcs	Dustpan, Plastic, Large, with Handle				
10	pcs	Folder, Tagboard, Long				
10	pcs	Folder, Tagboard, Short				
1	pack	Keyboard Mouse Pack, Wired, USB Connection				
1	set	Marker, Fluorescent, 3 assorted colors/set				
2	pcs	Marker, Whiteboard, Fine Tip, Black				
2	pcs	Mop Handle, Wooden Handle, Metal Frame 5ft				
3	pcs	Mouse, Optical, Wired, USB Connection				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
10	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Black				
4	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Cyan				
4	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Magenta				
4	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Yellow				
2	kilos	Rag, Cotton, 8", per kilo				
5	boxes	Rubber Band #14, 350g/box				
2	boxes	Rubber Band, #18, 350g/box				
2	pcs	Sign Pen, Gel Point, 0.5mm, Black				
1	pc	Stamp Pad, Big				
10	boxes	Staple Wire, #35, 5000pcs/box				
2	pcs	Stapler, #35, Heavy Duty, with Staple Remover				
2	pcs	Toilet Bowl Brush, Wooden Handle				
8	pcs	Toilet Deodorant Cake, 50g				
1	pc	Basin, Plastic, Big				
1	set	Computer Desktop, Intermediate i5 Processor, Basic DDR4 Motherboard, 8GB Memory, 240GB Solid State Drive, 1TB Hard Drive, Generic CPU Case with PSU, 24" Monitor 1080p, with Keyboard and Mouse				
₱124,828.80						

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 : _____