



Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHER SUPPLIES FOR SCHOLARSHIP PROGRAM**

PR No. : **2025-05501-078**

Solicitation No. : **498-3N-25**

PR Date : **14 November, 2025**

Philgeps Reference No. : **12632049**

Approved Budget for the Contract: **₱299,993.00**

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 December 1, 2025, 12:00 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:

- 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
50	ream	BOND PAPER, A4, Subs. 20, 500sheets/ream				
168	ream	BOND PAPER, Legal, Subs. 20, 500sheets/ream				
56	ream	BOND PAPER, Letter, Subs. 20, 500sheets/ream				
38	piece	BALLPEN, Fine Tip, 0.5, Black				
2	unit	KEYBOARD, with NumPad, Wired, USB Connection				
5	pack	FOLDER, Tagboard, Long, 100pcs/pack				
31	pack	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack, Arrow Only				
10	roll	Aluminum Foil, 8m				
14	piece	BOWL, Opal Material, 5inches				
2	roll	CLING WRAP, 30cm x 30m				
1	piece	COFFEE MAKER, 1Liter, 700w				
1	piece	DISH CABINET, Plastic, with Cups Storage, with Cutlery Drawer, Flip Doors				
30	pack	DISPOSABLE BOWL, Styro, with Lid, 10s/pack				
5	pack	DISPOSABLE CUP, Plastic, 12oz, 50s/pack				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
7	pack	DISPOSABLE FORK, Plastic, 100s/pack				
6	pack	DISPOSABLE PLATE, Laminated Paper, 100s/pack				
5	pack	DISPOSABLE PLATE, Styro, 100s/pack				
7	pack	DISPOSABLE SPOON, Plastic, 100s/pack				
2	piece	DOOR KNOB, Stainless Steel, Heavy Duty				
14	piece	DRINKING GLASS, per piece, 12oz				
2	piece	GLASS PITCHER, 1 Liter				
3	unit	HARD DISK DRIVE, External, 2TB, USB 3.0				
1	piece	LADLE, Soup Ladle, Stainless Steel				
24	pack	Microwavable Food Container with cover, 1000 ml, 10pcs				
24	pack	Microwavable Food Container with cover, 650 ml, 10pcs				
24	pack	Microwavable Food Container with cover, 750 ml, 10pcs				
5	unit	OFFICE TABLE, Steel, with Center Drawer, 120x60, with Pedestal Cabinet				
30	piece	PAPER PLATE HOLDER, Plastic				
5	box	PLASTIC GLOVES, for Food Handling, 100s/box				
1	piece	TEA KETTLE, Stainless Steel, 1Liter				
1	piece	TISSUE HOLDER FOR CR, with Shelf, stainless				
3	unit	UNINTERRUPTIBLE POWER SUPPLY, 650va, 360w				
₱299,993.00						

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

: _____

: _____

: _____