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

Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS SUPPLIES FOR SCHOOLS DIVISION OFFICE**

PR No. : **2025-05625-055**
PR Date : **16 December, 2025**
Approved Budget for the Contract: **₱124,906.60**

Solicitation No. : **541-7N-25**
Philgeps Reference No. : **12701567**

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 22, 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:

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 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 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
20	can	AIR FRESHENER, 320ml/can				
100	bottle	ALCOHOL, Ethyl, 70% Solution, 500ml/bottle				
72	piece	BALLPEN, Fine Tip, 0.5, Black				
36	piece	BALLPEN, Fine Tip, 0.5, Blue				
36	piece	BALLPEN, Fine Tip, 0.5, Red				
50	box	BATHROOM SOAP, 175g/box				
50	bottle	BLEACHING SOLUTION, 1liter/bottle				
20	ream	BOND PAPER, A4, Subs. 20, 500sheets/ream				
60	ream	BOND PAPER, Legal, Subs. 20, 500sheets/ream				
20	ream	BOND PAPER, Letter, Subs. 20, 500sheets/ream				
10	bottle	CLEANER, Toilet Bowl and Urinal, 900ml/bottle				
20	box	CLIP BACKFOLD, Metal Clamping, 19mm, 12s/box				
20	box	CLIP BACKFOLD, Metal Clamping, 25mm, 12s/box				
20	box	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
20	box	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box				
20	box	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box				
50	piece	CORRECTION TAPE, 8m x 5mm				
2	box	FOLDER, Pressboard, Long, 100sheets/box				
30	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				
20	piece	RECORD BOOK, Hard Bound, 300 pages				
10	piece	RECORD BOOK, Hard Bound, 500 pages				
72	piece	SIGN PEN, Gel Point, 0.5mm, Black				
10	box	STAPLE WIRE, #35, 5000pcs/box				
3	piece	STAPLER, #35, Heavy Duty				
				₱124,906.60		

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 : _____