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

Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR OFFICE OF THE BUILDING OFFICIAL (OBO) - CEO**

PR No. : **2026-05761-012**
PR Date : **09 February, 2026**
Approved Budget for the Contract: **₱166,313.40**

Solicitation No. : **038-3N-26**
Philgeps Reference No. : **12807992**

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 March 2, 2026, 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 ₱ 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	cans	Air Freshener, 320ml/can				
25	bottles	Alcohol, Ethyl, 500ml				
3	boxes	Ballpen, Crystal Tech, 0.5, 25s/box, Black				
2	boxes	Ballpen, Crystal Tech, 0.5, 25s/box, Red				
10	boxes	Bathroom Soap, 175g/box				
3	packs	Battery, Dry Cell, Size AA, 4pcs/pack				
3	packs	Battery, Dry Cell, Size AAA, 4pcs/pack				
5	reams	Bond Paper, A3, Subs.20, 500sheets/ream				
10	reams	Bond Paper, A4, Subs.20, 500sheets/ream (Paper, Multicopy, A4)				
35	reams	Bond Paper, Legal, Subs.20, 500sheets/ream (Paper, Multicopy, Legal)				
10	reams	Bond Paper, Letter, Subs.20, 500sheets/ream				
5	boxes	Carbon Film, Legal, 100sheets/box, Black				
25	pcs	Clearbook, Legal				
10	boxes	Clip, Backfold, 19mm				
10	boxes	Clip, Backfold, 25mm				
10	boxes	Clip, Backfold, 32mm				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
2	pcs	Computer Memory, DDR4, 8GB				
25	pcs	Correction Tape				
3	pcs	Cutter, Heavy Duty				
5	pcs	Dishwashing Foam, 100x70x40mm				
5	bottles	Dishwashing Liquid, 240ml/bottle				
5	bottles	Disinfectant Liquid, Multi Surface Cleaner, 900ml/bottle				
10	pcs	Door Mat, Cloth				
1	pc	Dry Seal, Machine Engraved, Customized Logo				
2	boxes	Envelope, Documentary, Legal				
2	boxes	Envelope, Expanding, Kraft				
2	boxes	Envelope, Mailing				
5	pcs	File Organizer				
3	pcs	Flash Drive, 32GB				
25	pcs	Folder, Clear, Long				
1	box	Folder, Pressboard, Long, 100sheets/box				
2	packs	Folder, Tagboard, A4, 100pcs/pack				
3	packs	Folder, Tagboard, Long, 100pcs/pack				
3	cans	Furniture Cleaner, with Cleansing Conditioner, 330ml/can				
3	bottles	Glass Cleaner, with Sprayer, 350ml/bottle				
3	jars	Glue, All Purpose				
10	cans	Insecticide Spray, 500ml/can				
1	pack	Keyboard Mouse Pack, Wired, USB Connection				
12	pcs	Marker, Permanent, Broad Tip, Black				
2	boxes	Marker, Permamnet, Fine Tip, 12pcs/box, Black				
5	pcs	Mop Handle, Plastic Handle,Plastic Frame, Heavy Duty, 5ft				
5	pads	Note Pad, Stick On, 3" x 3"				
1	pc	Paper Cutter, Heavy Duty Steel, B4 Size				
5	boxes	Paper Fastener, Plastic, 50s/box				
1	pc	Pencil Sharpener, Manual, Single Cutter Head				
3	boxes	Pencil, Lead #2, 12s/box				
3	packs	Photo Paper, A4, 230g, Glossy, 20s/pack				
2	bottles	Printer Ink Refill, Brother BT D60, 108.0ml/bottle, Black				
1	bottle	Printer Ink Refill, Brother BT5000, 48.8ml/bottle, Cyan				
1	bottle	Printer Ink Refill, Brother BT5000, 48.8ml/bottle, Magenta				
1	bottle	Printer Ink Refill, Brother BT5000, 48.8ml/bottle, Yellow				
10	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Black				
5	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Cyan				
5	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Magenta				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
5	bottles	Printer Ink Refill, Epson 003, 65ml/bottle, Yellow				
12	bottles	Printer Ink Refill, Epson 001, 65ml/bottle, Black				
5	bottles	Printer Ink Refill, Epson 001, 65ml/bottle, Cyan				
5	bottles	Printer Ink Refill, Epson 001, 65ml/bottle, Magenta				
5	bottles	Printer Ink Refill, Epson 001, 65ml/bottle, Yellow				
5	bottles	Printer Ink Refill, Epson C13T664100 (T6641), Black				
3	bottles	Printer Ink Refill, Epson C13T664200 (T6642), Cyan				
3	bottles	Printer Ink Refill, Epson C13T664300 (T6643), Magenta				
3	bottles	Printer Ink Refill, Epson C13T664400 (T6644), Yellow				
2	pcs	Puncher, Paper, Heavy Duty				
48	pcs	Sign Pen, Gel Point, 0.7mm, Black				
2	pcs	Stamp, Self Inking, Customized, Big				
10	boxes	Staple Wire, #10, 1000pcs/box				
3	pcs	Stapler, #35, Heavy duty, with Staple Remover				
2	pcs	Tape Dispenser, Table Top				
5	rolls	Tape, Masking, 24mm				
5	rolls	Tape, Masking, 48mm				
5	rolls	Tape, Packaging, 48mm				
5	rolls	Tape, Transparent, 24mm				
5	rolls	Tape, Transparent, 48mm				
20	packs	Tissue Paper, 2ply, 4rolls/pack				
30	packs	Trash Bag, Plastic, Large, 10pcs/pack				
100	packs	Detergent Powder, 50g/pack				
				₱166,313.40		

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 : _____