



## Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHER SUPPLIES FOR SANGGUNIANG PANLUNGSOD OFFICE USE**

PR No. : **2024-03844-035**

Solicitation No. : **061-3N-24**

PR Date **26 February, 2024**

Philgeps Reference No. : **10617841**

Approved Budget for the Contract: **₱220,103.60**

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 March 5, 2024, 1:00 PM at the Bids and Awards Committee Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City 2400 Pangasinan.

**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 ₱ 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
5	Can	Air Freshener, 320ml/can				
15	Bottle	Alcohol, Isopropyl, 70% Solution, 500ml/bottle pump				
5	Box	Ballpen Crystal Tech, 0.5, 50s/box, Black				
3	Piece	Battery Charger, 8 slots, Universal, with LCD Status Display				
5	Pack	Battery, Dry Cell, AA, 4pcs/pack				
10	Pack	Battery, Rechargeable, 2800 MAH Size AA, 4pcs/pack				
15	Bottle	Bleaching Solution, 1 Liter/bottle				
5	Ream	Book Paper, A4, Subs. 20, 500 sheets/ream				
50	Ream	Book Paper, Legal, Subs. 20, 500 sheets/ream				
30	Ream	Book Paper, Letter, Subs, 500 sheets/ream				
5	Bottle	Cleaner, Toilet Bowl and Urinal, 500ml/bottle				
10	Box	Clip Backfold, metal, clamping: 32mm small, 12s/box				
10	Box	Clip Backfold, metal, clamping: 41mm small, 12s/box				
10	Box	Clip Bulldog, Big, 12pcs/box				
10	Box	Clip Bulldog, Small, 12pcs/box				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
10	Piece	Correction Tape, 8mx5mm				
100	Pack	Detergent Powder, 50g/pack				
5	Piece	Dishwashing Foam, 100mm x 70mm x 40mm				
10	Bottle	Dishwashing Liquid, 240ml/bottle				
5	Can	Disinfectant Spray, 510g/can				
20	Piece	Door Mat, Cloth				
200	Piece	Envelope, Brown, Legal, Single				
200	Piece	Envelope, Brown, Short, Single				
20	Piece	Envelope, Expanding, Kraftboard, Long				
10	Piece	Envelope, Expanding, Kraftboard, Short				
3	Piece	Envelope, Expanding, Plastic, Long, with Handle				
3	Box	Envelope, Mailing, White, Long, 500s/box				
100	Pack	Fabric Conditioner, 22ml/pack				
2	Piece	Flash Drive, 64GB				
1	Box	Folder, Pressboard, Long, 100sheets/box				
1	Box	Folder, Pressboard, Short, 100sheets/box				
1	Pack	Folder, Tagboard, Long, 100pcs/pack				
1	Pack	Folder, Tagboard, Short, 100pcs/pack				
3	Pack	INDEX CARD, 5x8, 100s/pack				
5	Can	Insecticide Spray, 500ml/can				
5	Pack	Manila Paper, 3sheets/pack				
12	Piece	Marker, Permanent, Broad Tip, Black				
5	Piece	Marker, Permanent, Broad Tip, Blue				
1	Set	MOP Squeezer, Tornado				
5	Bottle	Muriatic Acid, 1L/bottle				
10	Pad	Note Pad, Stick On, 2"x3", 100 sheets/pad				
5	Pad	Pad Paper, Yellow Pad, 80 leaves/pad				
20	Box	Paper Clip, Plastic Coated, 33mm, 50g/box				
20	Box	Paper Clip, Plastic Coated, 50mm,50g/box				
5	Box	Paper Fastener, Metal, 50s/box				
10	Box	Paper Fastener, Plastic, 50s/box				
2	Piece	Paper/ Document Tray, 2 Layers, Plastic Base, Metal Rod Frame				
5	Pack	Photo Paper, A4, 230g, Glossy, 20s/pack				
5	Bottle	Printer Ink Refill, Epson 003, 65ml/bottle, Black				
5	Bottle	Printer Ink Refill, Epson 003, 65ml/bottle, Cyan				
5	Bottle	Printer Ink Refill, Epson 003, 65ml/bottle, Magenta				
5	Bottle	Printer Ink Refill, Epson 003, 65ml/bottle, Yellow				
4	Bottle	Printer Ink Refill, Epson T6641, 70ml/bottle, Black				
2	Piece	Push Brush, Wooden Handle				
2	Piece	RAG, Cotton, 8"				
5	Piece	Record Book, Hard Bound, 300 pages				
5	Piece	Record Book, Hard Bound, 500 pages				
3	Piece	Ruler, Plastic, 18"				
6	Piece	Sign Pen, Gel Point, 0.5mm, Black				
6	Piece	Sign Pen, Gel Point, 1.0mm, Black				
2	Piece	Sponge, Regular, with Scrub Pad				
1	Bottle	Stamp Pad Ink, 30ml/bottle				
10	Box	Staple Wire, #35, 5000pcs/box				
10	Pack	Sticker Paper, A4, Matte, 10sheets/pack				
4	Roll	Tape, Double Sided, 1"				
1	Roll	Tape, Duct, 2"				
5	Roll	Tape, Masking, 1"				
5	Roll	Tape, Masking, 2"				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
4	Roll	Tape, Transparent, 1"				
5	Roll	Tape, Transparent, 2"				
10	Pack	Tissue Paper, 2ply, 12rolls/pack				
5	Bottle	Toilet Bowl & Urinal Cleaner, 900ml/bottle				
3	Piece	Toilet Bowl Brush, Wooden Handle				
10	Piece	Toilet Deodorant Cake, 100g				
10	Pack	Trash Bag, Plastic, Large, 10pcs/pack				
10	Pack	Trash Bag, Plastic, XXL, 10s/pack				
1	Piece	Trash Bin, 2 Wheel, with Cover				
8	Piece	Bulb LED, 11 watts				
1	Piece	Camera Tripod Kit, Heavy Duty, 73", adjustable Height from 85cm to 186cm				
1	Piece	Camera Tripod, Portable Holder				
3	Piece	Card Reader, type C USB 3.0 to SD TF Micro SD Adapter				
10	Pack	Disposable Cups, 8oz, 25s/pack, styro				
10	Pack	Disposable Cups, Plastic, 25s/pack, 8 oz				
15	Pack	Disposable Fork, 25s/pack				
1	Pack	Disposable Plate, 100s/pack, styro				
30	Pack	Disposable Spoon, 25s/pack				
1	Set	Extension cord 4 gang outlet cord reel powder station				
2	Piece	Extension cord, 4 gang, 3.5 meters, with Switch, Heavy Duty				
5	Piece	Flourescent Tube, 36 watts				
2	Piece	HDMi Cable, 20 meters				
1	Piece	High- Pressure Washer Hose, Heavy Duty Hose, 8.55mm x 30m				
1	Piece	Memory Card, 128gb, read speed to 280MB/s write speed up to 100mb/s				
8	Piece	Plaque, Glass				
1	Piece	Portable Handtruck Trolley, Heavy Duty, 500kg capacity, 73 x 48 x cm				
1	Piece	Portable Pressure Washer, Heavy Duty, 6.5L/min max flow, 100 bar max pressure				
2	Piece	Video Capture Card, HDMi to USB 2.0, 4k/1080P				
<b>₱220,103.60</b>						

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 : \_\_\_\_\_

**NOTE:**

**ADDITIONAL INSTRUCTION**

- Please submit quotation and required documents in a SEALED envelope.
- RFQ/s may be submitted personally at the BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City during office hours 8:00 A.M. to 5:00 P.M. Bidder shall present its proof of payment for the Bid Docs Fees. Payment shall be paid at the One Stop Shop Business Center (OSSC).
- RFQ's may be submitted through mail/courier services and shall be addressed to the BAC Chairman with Office Address: BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City. Bidder shall attach a Postal Money Order and/ or Managers Check for the Bid Docs Fees with a Payee: CITY TREASURER'S OFFICE DAGUPAN CITY. Bidders shall also attach a self-addressed stamped envelope for the RFQ's received by the BAC after the deadline will be return through that aforementioned self-addressed stamp envelope.
- RFQ's THAT ARE DELIVERED BY MAIL/ COURIER SERVICE AFTER THE DEADLINE SHALL NOT BE OPENED AND SHALL BE IMMEDIATELY RETURNED. THE BAC SHALL NOT BE RESPONSIBLE FOR ANY DELAY IN THE DELIVERY OF RFQ's VIA MAIL/ COURIER SERVICES.**