



Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR PREPARATION OF ANNUAL BUDGET 2025 AND CITY BUDGET OFFICE USE**

PR No. : **2024-04312-007**

Solicitation No. : **330-1N-24**

PR Date : **10 September, 2024**

Philgeps Reference No. : **11265284**

Approved Budget for the Contract: **₱93,547.60**

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

September 23, 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
40	reams	Bond Paper, Legal, Subs. 20, 500sheets/ream				
10	reams	Bond Paper, Legal, Subs. 24, 500sheets/ream				
5	reams	Bond Paper, Letter, Subs. 24, 500sheets/ream				
5	reams	Book Paper, A4, Subs. 20, 500sheets/ream				
20	boxes	Clip Backfold, Metal Clamping, 19mm, 12s/box				
16	boxes	Clip Backfold, Metal Clamping, 25mm, 12s/box				
10	pcs	Columnar Book, 14 Columns				
5	packs	Construction Paper, Assorted Color				
1	pc	Cutter, Heavy Duty				
3	pcs	Data File Box, Double				
2	pcs	Data File Box, Triple				
10	pcs	Door Mat, Cloth				
1	pc	Electrical Tape, Big				
10	packs	Folder, Tagboard, Long, 100pcs/pack				
40	boxes	Paper, Fastener, Plastic, Long, 8.5 inches, 50s/box				
1	bottle	Printer Ink Refill, Epson 003, 65ml/bottle, Black				
4	kilos	Rag, Cotton, 8", per kilo				
5	pcs	Scissors, Multi-Purpose, 8"				
12	pcs	Sign Pen, Gel Point, 0.5mm, Blue/Black				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
24	pcs	Sign Pen, Gel Point, 0.7mm, Blue				
36	pcs	Sign Pen, Gel Point, 1.0mm, Blue				
36	pcs	Sign Pen, Impact Gel, 1.0mm, Blue				
10	bottles	Soap, Hand Wash Liquid, 500ml/bottle				
5	bundle s	Specia;ty Paper, 220gsm, A4, 100sheets/bundle				
5	bundle s	Specialty Paper, 220gsm, Long, 100sheets/bundle				
10	boxes	Staple Wire, Heavy Duty 23/13, 1000pcs/box				
10	boxes	Staple Wire, Heavy Duty 23/8, (00238), 1000pcs/box				
3	packs	Stick On Notes, 1.3x4.3, 5 Colors x 25sheets/pack				
10	packs	Sticker Paper, A4, Glossy, 10sheets/pack				
4	pcs	Storage Box, Plastic, with Cover, 87 liters				
5	rolls	Tape, Duct, 2"				
24	packs	Tissue Paper, 2ply, 12rolls/pack				
50	packs	Trash Bag, Plastic, Medium, 10pcs/pack				
50	packs	Trash Bag, Xlarge, 10pcs/pack				
50	packs	Trash Bag, XXLlarge, 10pcs/pack				
₱93,547.60						

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 : _____

NOTE: ADDITIONAL INSTRUCTION

1. Please submit quotation and required documents in a SEALED envelope.
2. 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 (OSBC).
3. 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 TREASURE'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.
4. **RFQ's THAT ARE DELIVERD 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.**