



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



Request for Quotation (RFQ)

Procurement Title:

PROCUREMENT OF VARIOUS SUPPLIES AND ONE (1) UNIT PRINTER FOR CMO-BIDS AND AWARDS COMMITTEE OFFICE

PR No. : **2024-04426-060**

Solicitation No. : **414-4N-24**

PR Date : **28 October, 2024**

Philgeps Reference No. : **11447133**

Approved Budget for the Contract: **₱63,833.35**

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 November 12, 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:

- 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
5	can	AIR FRESHENER, 320ml/can				
24	piece	BALLPEN, Retractable, 0.7, Black				
24	piece	BALLPEN, Retractable, 0.7, Blue				
12	piece	BALLPEN, Retractable, 0.7, Red				
5	pack	BATTERY, Dry Cell, Size AAA, 4pcs/pack				
2	bottle	BLEACHING SOLUTION, 1gallon/bottle				
15	ream	BOND PAPER, A4, Subs. 20, 500sheets/ream				
40	ream	BOND PAPER, Legal, Subs. 20, 500sheets/ream				
15	ream	BOND PAPER, Letter, Subs. 20, 500sheets/ream				
3	box	CLIP BACKFOLD, Metal Clamping, 25mm, 12s/box				
3	box	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box				
5	piece	CORRECTION TAPE, 8m x 5mm				
3	pack	FOLDER, Tagboard, Long, 100pcs/pack				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
3	piece	MARKER, Whiteboard, Fine Tip, Black				
2	piece	MOP REFILL, Tornado				
5	pad	NOTE PAD, Stick On, 3" x 3", 100sheets/pad				
5	pad	NOTE PAD, Stick On, 3" x 4", 100sheets/pad				
5	box	PAPER FASTENER, Metal, Non-Rust, 50s/box				
5	box	PENCIL, Lead #2, 12s/box				
10	bottle	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black				
3	piece	RECORD BOOK, Hard Bound, 300 pages				
12	piece	SIGN PEN, Gel Point, 0.5mm, Black				
12	piece	SIGN PEN, Gel Point, 1.0mm, Black				
5	bottle	SOAP, Hand Wash Liquid, 225ml/bottle				
2	piece	SPONGE, Regular, with Scrub Pad				
20	box	STAPLE WIRE, #35, 5000pcs/box				
5	piece	STAPLER, #35, Heavy Duty				
20	pack	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack, Arrow Only				
6	pack	TABLE NAPKIN, Precut Folded,				
10	pack	TISSUE PAPER, 2ply, 12rolls/pack				
2	piece	TOILET BOWL BRUSH, Metal Handle				
10	pack	TRASH BAG, Plastic, Xlarge, 10pcs/pack				
5	pack	Disposable cups, 12oz, 25s/pack, Styro				
2	pack	Disposable Plate, 100s/pack, Styro				
1	unit	PRINTER, All in One, Ink Jet Tank, 10/5 ipm Mono/Color				
₱63,833.35						

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.**