



Republic of the Philippines  
Province of Pampanga  
Bids and Awards Committee  
Provincial Capitol, City of San Fernando, (P) / (045) 435-5122

P.R. No./Date/End User: 22-3436 / 09-19-2022 / PHO  
Purpose: Consolidated Office Supplies for various hospitals (for 3 months)

RFQ No. 220725  
OCT 07 2022

REQUEST FOR QUOTATION  
(SHOPPING)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. OCT 11 2022**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
Php 749,658.49

FRANCIS V. MASLOG  
Vice Chairperson *Francis*  
Bids and Awards Committee

TERMS AND CONDITIONS:

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number. For new businesses, submit the BIR Certificate of Registration.
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	215	pack	Battery, AAA, 2pcs/packet, heavy duty		
2	467	pc	Correction Tape, 15 meters		
3	1	box	Envelope, documentary, Long size, 500's/box		
4	1	box	Envelope, mailing, white, 9 1/2" x 4 1/8", long, 500's/box		
5	6	box	Folder, tagboard, A4 size, 100's/box		
6	15	set	Marker, Fluorescent, 3 colors/set		
7	405	ream	Paper, bondpaper, A4, 70gsm, premium grade		
8	965	ream	Paper, bondpaper, legal, 70gsm, premium grade		
9	64	pc	Pen, signpen, 0.5mm, black		
10	12	pc	Pen, signpen, 0.5mm, blue		
11	12	pc	Pen, signpen, 0.5mm, red		
12	14	pc	Scissors, big, heavy duty		
13	7	pc	Sharpener, heavy duty		
14	85	pc	Tape, masking, (1"), 24mm, 50 meters length		
15	55	pc	Tape, masking, (2"), 48mm, 50 meters length		
16	189	pc	Tape, transparent (1"), 24mm, 50 meters length		
17	24	pc	Tape, transparent (2"), 48mm, 50 meters length		
18	162	pack	Battery, AA, 2pcs/packet, heavy duty		
19	30	pc	Battery, size C		
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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
20	5	pc	Battery, 3V Lithium		
21	53	pack	Battery, 9 volts, heavy duty		
22	1	pc	Battery, 9 volts charger		
23	2	pc	Battery, 9 volts, rechargeable		
24	47	pc	Cartolina, blue		
25	25	pc	Cartolina, black		
26	35	pc	Cartolina, green		
27	25	pc	Cartolina, orange		
28	37	pc	Cartolina, pink		
29	35	pc	Cartolina, red		
30	25	pc	Cartolina, violet		
31	37	pc	Cartolina, yellow		
32	10	pack	Clearbook Refill, Long 10's/pack		
33	10	pc	Clip, backfold, 1"		
34	10	pc	Clip, backfold, 2"		
35	213	box	Clip, paper clip, gem type, jumbo, 60mm, 100's/box		
36	62	box	Clip, paper clip, gem type, small, 33mm, 100's/box		
37	5	pc	Clip Board, legal w/ clip holder		
38	2	pad	Columnar Pad, 16 cols. 55sm		
39	5	pc	Corkboard, 3ft. x 2ft.		
40	5	pc	Correction Fluid, 20ml		
41	8	pc	Cutter, heavy duty		
42	33	pc	Date File Box, 5" x 9" x 15 3/4"		
43	5	box	Envelope, brown, long (500's/box)		
44	50	pc	Envelope, expanding, plastic, legal		
45	4	pc	Flag, Philippine Flag, 100% cotton, 3ft.x6ft.		
46	5	pc	Flashlight, rechargeable		
47	250	pc	Folder Short		
48	1250	pc	Folder, Long		
49	250	pc	Folder, Expandable, Legal		
50	8	box	Folder, tagboard, legal size, 100's/box		
51	3	pc	Glue Gun, heavy duty, 12mm		
52	10	pc	Glue Stick 12mm, 15 grams		
53	23	pc	Glue, all purpose, 240 grams		
54	4	roll	Laminating Film 12" x 50 meters x 250mic		
55	5	pc	Marker, Fluorescent, yellow		
56	10	pc	Meter Tape, 50m		
57	4	pad	Notepad, Sticky Notes 3" x 3"		
58	145	box	Paper Fastener, non-rust metal, 50's/box		
59	5	box	Paper Fastener, plastic, 50's/box		
60	19	ream	Paper, bondpaper, A3, 80gsm, premium grade		
61	25	ream	Paper, bondpaper, letter size		
62	1	box	Paper, Carbon, ordinary, legal, 100's/box		
63	1	pack	Paper, Color bond paper, assorted		
64	1	pc	Paper Cutter, heavy duty		
65	209	ream	Paper, Mimeo, whitewove, A4		
66	152	ream	Paper, Mimeo, whitewove, legal		
			<b>Continue next page .... Page 2 of 4</b>		

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
67	10	pack	Paper, photopaper, glossy, 20's/pack		
68	10	pad	Paper, ruled pad, 216mm x 330mm, 100's/pad, yellow		
69	25	pack	Paper, specialty board 10's, 220gsm - Cream Legal		
70	20	pack	Paper, sticker paper, A4, matte, 10's/pack		
71	20	jar	Paste, 200 grams		
72	1400	pc	Pen, Ballpen, ordinary, 0.7mm, black		
73	100	pc	Pen, ballpen, ordinary, 0.7mm, blue		
74	175	pc	Pen, ballpen, ordinary, 0.7mm, red		
75	5	pc	Pen, Ballpen, superfine, 0.5mm, black		
76	256	pc	Pen, marking pen, permanent, color: black		
77	12	pc	Pen, marking pen, permanent, color: blue		
78	12	pc	Pen, marking pen, permanent, color: red		
79	74	pc	Pen, marking pen, whiteboard, color: black		
80	24	pc	Pen, marking pen, whiteboard, color: red		
81	42	box	Pencil, lead with eraser, no. 2 (12's/box)		
82	18	roll	Plastic Cover		
83	5	pack	PVC Book Binding Cover 10's, clear, legal		
84	1	roll	PVC Transparent Clear Sheet #12, 50 mtrs.		
85	12	pack	Tape Flags Sign Here 50's/pack		
86	33	pc	Puncher, heavy duty		
87	6	box	Push Pin, hammer head type, 100's/box		
88	30	pc	Record Book, 200 pages		
89	15	box	Rubber Band, Small, 50 grams		
90	23	box	Rubber Band, #18, 325 grams		
91	3	Pc	Rubber Stamp, for receiving		
92	10	pc	Ruler, plastic 12"		
93	16	pc	Stamp Pad Ink, violet, 50ml		
94	14	pc	Stamp Pad Ink, black, 50ml		
95	14	pc	Stamp Pad, felt pad, no. 2		
96	10	pc	Staple Wire Remover, plier type		
97	172	box	Staple Wire, standard, #35		
98	23	pc	Stapler, No. 35, heavy duty		
99	37	pc	Stapler, No. 35 with remover, heavy duty		
100	15	roll	Tape, adding machine		
101	15	pc	Tape, double sided, 1"		
102	16	pc	Tape, duct tape, 48mm x 10m, color gray		
103	8	pc	Tape, duct tape, 48 mm x 10m, color green		
104	8	pc	Tape, duct tape, 48 mm x 10m, color red		
105	18	pc	Tape, packaging, (2"), 48mm, 50 meters length		
106	1	pc	Tray, in and out, 2 layers		
107	2	pc	Tray, in and out, 3 layers		
108	3	pc	Wall Clock, big, round		
109	2	pc	Whistle, stainless, heavy duty		
110	1	pc	Whiteboard, with frame, 2" x 4"		
			<b>Terms of Reference:</b>		
			1.Brand offered must be indicated in the quotation.		
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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			2.The procuring entity reserves the right to conduct product testing/inspection to ensure the fitness of the item/s being offered by prospective supplier/s.		
			<b>After Sales Service:</b>		
			-Replacement of defective items within 24 hours upon notification by the end-user within six (6) months period.		
			<b>Schedule of Requirements:</b>		
			Delivery within ten (10) days upon receipt of PO/NOA.		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x page 4 of 4		
			<b>Total Lot Price</b>		

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

\_\_\_\_\_  
 Supplier's authorized representative signature over printed name  
 Designation: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Email Address.: \_\_\_\_\_

\_\_\_\_\_  
 BAC Canvasser

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