



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: 23-0496/2-2-23/PDRRMO

RFQ No. 230103

Purpose: Capacity Development Activities for the Provincial and Local Disaster Risk Reduction and Management Council for the 1st Semester of Calendar Year 2023

FEB 09 2023

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. FEB 13 2023 :

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 419,821.00

FRANCIS V. MASLOG
Vice-Chairperson *Pms*
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 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 upon submission of quotation. In lieu of Mayor's Permit and PhilGEPS Registration Number. The PhilGEPS Certificate of Platinum Membership may be submitted. 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	695	pcs	Ballpen, Black		
2	30	pcs	Battery, Type C		
3	50	pcs	Battery, AAA		
4	2	packs	Battery, AA, Rechargeable, 4 pcs.		
5	2	pcs	Battery Charger, with 4AA, 2000MAH		
6	5	bxs	Binder Clip, 1 inch size, 12 pcs/box		
7	5	bxs	Binder Clip, 1 1/4 inch size, 12 pcs/box		
8	3	bxs	Binder Clip, 1 5/8 inch size, 12 pcs/box		
9	5	bxs	Binder Clip, 2 inches size, 12 pcs/box		
10	2	pcs	Cartridge IM C2500 Toner Black 313 g		
11	135	pcs	Certificate Holder, A4		
12	23	pcs	Clearbook, Long, color black		
13	8	packs	Clear PVC Cover, A4, 100 pcs/pack		
14	50	pcs	Clear Transparent Acrylic Desk Stand Name Plate (Toblerone), Double Sided 9" x 4" x 4"		
15	25	pcs	Clip board, long with clip holder (plastic), color black		
16	4	pcs	Container, plastic storage, clear/white, 18L		
17	2	pcs	Container, plastic storage, clear/white, 120L		

Continue next page....Page 1 of 3

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
18.	7	pcs	Container, plastic storage, clear/white, 155L		
19.	48	pcs	Correction tape		
20.	1	roll	Cover, plastic 1 roll (50 yards), 2.4 thickness		
21.	605	pcs	Envelope, Expanding, Brown, Long		
22.	130	pcs	Envelope, Brown, Long		
23.	30	pcs	Envelope, Brown, Short		
24.	5	pcs	Eraser, Mars plastic, white (2.88 x 7.13 x 0.05")		
25.	20	pcs	Extension cord, 5 sockets, approximately 5 meters		
26.	2	bxs	Paper fastener, plastic, 50 sets/box		
27.	90	pcs	Folder, expanding, long, green		
28.	80	pcs	Folder, expanding, long, red		
29.	80	pcs	Folder, expanding, long, blue		
30.	60	packs	Garbage bag, 37x40 inches, 10 pcs/pack		
31.	11	pcs	Glue stick, 22 grams		
32.	5	pcs	Hard drive, external, portable, anti-shock, 1 TB		
33.	455	pcs	ID Badge with lace, 10x8cm		
34.	120	pcs	ID Badge with lace, 4x3in		
35.	50	pcs	ID Badge with lace, 15x9cm		
36.	5	btls	Ink, printer, black, Epson 003		
37.	3	btls	Ink, printer, yellow, Epson 003		
38.	3	btls	Ink, printer, cyan, Epson 003		
39.	3	btls	Ink, printer, magenta, Epson 003		
40.	94	pcs	Marker, permanent, broad, black		
41.	94	pcs	Marker, permanent, broad, red		
42.	94	pcs	Marker, permanent, broad, blue		
43.	33	pcs	Marker, White board, black		
44.	33	pcs	Marker, White board, blue		
45.	33	pcs	Marker, White board, red		
46.	514	pcs	Notebook, steno		
47.	81	reams	Paper, bond, A4, 80 gsm		
48.	17	reams	Paper, bond, letter, 80 gsm		
49.	32	reams	Paper, bond, long, 80 gsm		
50.	2	pcs	Paper cutter, heavy duty, B4 size, metal/wood base		
51.	290	pcs	Paper, manila		
52.	60	pcs	Paper, cartolina, assorted color		
53.	155	packs	Paper, special, white, letter, 10 pcs/pack, 180 gsm		
54.	70	packs	Paper, special, white, long, 10 pcs/pack, 180 gsm		
55.	60	packs	Paper, special, ivory, long, 10 pcs/pack, 180 gsm		
56.	20	packs	Paper, special, white/creamA4 10 pcs/pack, 180 gsm		
57.	90	packs	Paper, sticker,A4, matte, 10 pcs/pack		
58.	10	bxs	Paper, clip, jumbo, 50mm		
59.	90	pcs	Pen, sign pen, black, 0.6		
60.	120	pcs	Pencil, No. 2		
61.	2	pcs	Toolbox, multifunctional plastic tool box, portable Storage box hardware tool organizer (40*20*19cm)		
62.	26	pairs	Scissor, heavy duty, 7 inches		
63.	9	pairs	Scissor, heavy duty, 8 inches		

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
64.	45	pcs	Spray bottle, 500 ml, PET bottle white/clear color		
65.	6	pcs	Stapler with remover		
66.	38	pads	Sticky note, 3x3		
67.	59	pads	Sticky note, 2x2		
68.	65	rolls	Tape, masking, 1 inch, 24mm, 50 meters length		
69.	40	rolls	Tape, transparent, 1 inch, 24mm, 50 meters length		
70.	7	pcs	Tape, dispenser, heavy duty		
71.	32	rolls	Tape, double sided, 1 inch		
72.	35	packs	Tape, flag, sign here		
73.	150	pcs	Triangular bandage w/ logo, white, tetoron, 75x180cm		
74.	80	pcs	Ring binder, plastic comb, 0.5 inch x 3 ft		
75.	80	pcs	Ring binder, plastic comb, ¾ x 3 ft		
76.	24	pcs	USB flash drive, 64 GB		
			Terms of Reference:		
			-Brochure of the item/s being offered must be attached or Brand/ Model/Type of the item/s being offered must be indicated in the quotation.		
			-The procuring entity reserves the right to conduct product testing inspection if necessary to determine the fitness of the item/s being offered by prospective supplier/s.		
			After Sales Service:		
			Replacement of defective items within 24 hours upon notification By the end-user.		
			Schedule of Requirements:		
			Delivery within ten (10) days upon receipt of NOA/PO		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x Page 3 of 3		
			Total Lot Price		

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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