



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: 23-0748 / 02-20-2023 / GO

RFQ No. 230185

Purpose: Office Supplies to be used in the Alagang Nanay Preventive Health Care Program for three (3) months.

MAR 03 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.~~ **MAR 07 2023**

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 114,455.00

FRANCIS V. MASLOG
Vice Chairperson *FWs*
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 upon submission of quotation. In lieu of Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership maybe 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	10	pack	Battery, dry cell, size AAA, Two (2) pieces per blister pack		
2	2	pc	Calculator, 12 digits		
3	4	box	Carbon Paper, ordinary, legal, 100's/box		
4	13	pack	Clearbook Refill, Long 10's/pack		
5	5	pc	Clip, Backfold, 1"		
6	5	pc	Clip, Backfold, 2"		
7	12	box	Clip, paper clip, gem type, jumbo, 60mm, 100's/box		
8	10	box	Clip, paper clip, gem type, small, 33mm, 100's/box		
9	5	pc	Clip Board, with clip holder, legal		
10	1	pc	Corkboard with frame, 3ft x 2ft		
11	40	pc	Correction Tape, 15 meters		
12	7	pc	Cutter, L-500, heavy duty		
13	9	pc	Single Magazine File Holder		
14	20	pc	Data File Box, 5" x 9" x 15 3/4"		
15	1	box	Envelope, documentary, A4 size, 500's/box		
16	2	box	Envelope, documentary, Long size, 500's/box		
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FWs

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
17	1	pc	Envelope, expanding, Legal size, plastic		
18	100	pack	Index Card, 3" x 5", 100's/pack		
19	2	box	Folder, tagboard, A4 size, 100's/box		
20	15	box	Folder, tagboard, legal size, 100's/box		
21	12	bottle	Glue, padding glue		
22	20	pc	Marker, Fluorescent, Color: Blue		
23	20	pc	Marker, Fluorescent, Color: Green		
24	20	pc	Marker, Fluorescent, Color: Orange		
25	20	pc	Marker, Fluorescent, Color: Pink		
26	20	pc	Marker, Fluorescent, Color: Yellow		
27	15	pad	Notepad, Sticky Notes 3" x 3"		
28	15	pad	Notepad, Sticky Notes 3" x 4"		
29	20	pad	Paper, ruled pad, 216mm x 330mm, 100's/pad, White		
30	10	pad	Paper, ruled pad, 216mm x 330mm, 100's/pad, Yellow		
31	80	pc	Pen, signpen, 0.5mm, black		
32	60	pc	Pen, signpen, 0.5mm, blue		
33	40	pc	Pen, signpen, V10 grip		
34	20	box	Push Pin, hammer head type, 100's/box		
35	15	pc	Record Book, 200 pages		
36	15	pc	Record Book, 300 pages, 8.5" x 11"		
37	11	box	Rubber Band, #18, 325grams		
38	3	pc	Ruler, plastic 18"		
39	10	pc	Scissors, big, heavy duty, 18cm		
40	4	pc	Sharpener, heavy duty		
41	4	pc	Tape Dispenser, table top		
42	20	pc	Tape, duct tape, 48mm x 10m, color gray		
43	20	pc	Tape, duct tape, 48mm x 10m, color red		
44	10	roll	Tape, Masking, 24mm		
45	10	roll	Tape, Packaging, 48mm		
46	5	pc	Tray, in and Out, 2 layers		
47	10	pc	Tray, in and out, 3 layers		
48	25	pc	Storage Box with cover, 125L capacity		
49	2	pc	Wall Clock, big, round		
50	1	pc	Whiteboard, with Frame, 4" x 6"		
			Terms of Reference:		
			1. Brand of the items offered must be indicated in the quotation for item Nos. 1-2, 22-28 and 31-33		
			2. The procuring entity reserve the right to conduct product testing/inspection to determine the fitness of the items offered by prospective supplier.		
			After Sales Service		
			-Replacement of defective items within 24 hours upon notification by the end-user.		
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