



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: 23-0704/2-16-23/PGSO
Purpose: Consolidated Office Supplies for various offices for 3 months

RFQ No. 230165
FEB 27 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 9:00 a.m. MAR 03 2023 :

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 981,200.00

FRANCIS V. MASLOG
Vice-Chairperson *pm*
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	200	pack	Battery, dry cell, size AA, Two (2) pieces per blister pack		
2	200	Pack	Battery, dry cell, size AAA, Two (2) pieces per blister pack		
3	100	box	Clip, backfold, 19mm		
4	100	box	Clip, backfold, 25mm		
5	50	box	Clip, backfold, 32mm		
6	50	box	Clip, backfold, 50mm		
7	300	pcs	Correction tape, 8 meters		
8	100	pcs	Data file box, made of chipboard, with closed ends		
9	75	set	Marker, fluorescent, 3 colors per set		
10	150	pad	Note pad, stick on, 3" x 3", 100 sheets per pad, neon bright colors		
11	150	pad	Note pad, stick on, 3" x 4", 100 sheets per pad, neon bright colors		
12	50	pad	Pad paper, ruled		
13	150	box	Paper clip, vinyl/plastic coated, 33mm		
14	75	box	Paper clip, vinyl/plastic coated, jumbo, 50mm		
15	1950	ream	Paper, multipurpose legal, 500 sheets per ream, 70 gsm		
16	20	pcs	Pencil sharpener, manual, single cutter head		

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
19	100	box	Rubber band no. 18, 350g		
20	750	pcs	Sign pen, black, liquid or gel		
21	100	pcs	Sign pen, blue, liquid or gel		
22	50	pcs	Sign pen, red, liquid or gel		
23	50	pcs	Tape dispenser, table top		
24	150	roll	Tape masking, 24mm		
25	50	roll	Tape masking, 48mm		
26	50	roll	Tape packaging, 48mm		
27	150	roll	Tape transparent, 24mm		
28	100	roll	Tape transparent, 48mm		
29	50	pcs	Clip board, legal w/ clip holder		
30	100	box	Envelope, mailing white, short, 500's/box		
31	15	box	Folder, tagboard, legal size, 100's/box		
32	75	pack	Paper, specialty paper, board, white, 10 sheets/pack, long		
33	1800	pcs	Pen, ballpen, ordinary, 0.7mm, black		
34	250	pcs	Pen, signpen, V10 grip		
35	50	pack	PVC book binding cover 10s, clear, short		
36	50	pack	PVC book binding cover 10s, clear, A4		
37	50	pack	PVC book binding cover 10s, clear, Legal		
38	50	pcs	Stapler wire remover, twin jaws		
39	50	pcs	Stapler, no. 35 with remover, heavy duty		
40	50	pack	Tape flags sign here 50s/pack		
41	25	pcs	Tape, double sided, 1"		
42	15	pcs	Tape duct tape, 48mm x 10m, color gray		
43	15	pcs	Tape duct tape, 48mm x 10m, color green		
44	15	pcs	Tape duct tape, 48mm x 10m, color red		
45	30	pcs	Tray, in and out, 2 layers		
46	30	pcs	Tray, in and out, 3 layers		
47	5	pcs	Wall clock, big, round		
48	25	pcs	Whistle, stainless, heavy duty		
49	2	pcs	Whiteboard, with frame, 2"x4"		
50	2	pcs	Whiteboard, with frame, 4"x6"		
			Terms of Reference:		
			1. Brand of the items must be indicated in the quotation for items no. 1,2,10-11, 15, 20-22, 32-34		
			2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items 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:		

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

* JCL