



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: 23-1036 / 03-10-2023 / PDRRMO

Purpose: Emergency Preparedness & Response Workshops for the Provincial and Local  
Disaster Risk Reduction and Management Council.

RFQ No. 230324  
APR 05 2023

REQUEST FOR QUOTATION

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. APR 13 2023**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
PhP 113,258.00

ATTY. GEROME M. TUBIG  
Chairperson *Perms*  
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, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the 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 in lieu of the ITR.
- 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	150	pcs	Ballpen, Black		
2	24	pcs	Battery, AA		
3	8	pcs	Battery, AAA		
4	2	packs	Battery, AA, Rechargeable, 4pcs		
5	12	bxs	Binder Clip, 1 inch size, 12pcs/box		
6	20	bxs	Binder Clip, 1 ¼" inch size, 12pcs/box		
7	8	bxs	Binder Clip, 2 inches size, 12pcs/box		
8	20	pcs	Certificate Holder, A4		
9	20	pcs	Clearbook, Long, Color Black		
10	2	packs	Clear PVC Cover, A4, 100pcs/pack		
11	9	pcs	Clip Board, long with clip holder (plastic), color black		
12	5	pcs	Clipboard with Cover, black, legal/long		
13	4	pcs	Container, Plastic Storage, Clear/White, 155L		
14	18	pcs	Correction Tape		
15	120	pcs	Envelope, Expanding, Brown, Long		
16	2	pcs	Eraser, White Board		
17	3	pcs	Extension Cord, 5 sockets, approximately 5 meters		
			<b>Continue next page.. page 1 of 3</b>		

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
18	4	bxs	Paper Fastener, plastic, 50 sets/box		
19	20	pcs	Folder, Expanding, Long, Green		
20	20	pcs	Folder, Expanding, Long, Red		
21	20	pcs	Folder, Expanding, Long, Blue		
22	30	packs	Garbage Bag, 37 x 40 inches, 10 pcs/pack		
23	4	pcs	Glue Stick, 22 grams		
24	2	pcs	Hard Drive, External, Portable, Anti-Shock, 1TB		
25	150	pcs	ID Badge with Lace, 10 x 8 cm		
26	12	pcs	Marker, Permanent, Broad, Black		
27	12	pcs	Marker, Permanent, Broad, Red		
28	12	pcs	Marker, Permanent, Broad, Blue		
29	6	pcs	Marker, White Board, Broad, Black		
30	6	pcs	Marker, White Board, Broad, Blue		
31	6	pcs	Marker, White Board, Broad, Red		
32	150	pcs	Notebook, Steno		
33	30	reams	Paper, Bond, A4, 80gsm		
34	6	reams	Paper, Bond, Long, 80gsm		
35	1	pc	Paper Cutter, Heavy Duty, B4 Size, Metal/Wood Base		
36	50	pcs	Paper, Manila		
37	60	packs	Paper, Special, White, Letter, 10pcs/pack, 180gsm		
38	25	packs	Paper, Sticker, A4, Matte, 10pcs/pack		
39	4	bxs	Paper Clip, Jumbo, 50mm		
40	20	pcs	Pen, Sign Pen, Black, 0.6		
41	5	bxs	Pencil, No. 2. 12/pcs/box		
42	4	pairs	Scissors, Heavy Duty, 8 inches		
43	4	pcs	Stapler with Remover		
44	15	pads	Sticky Note, 3 x 3		
45	5	pads	Sticky Note, 2 x 3		
46	10	rolls	Tape, Masking, 1 inch, 24mm, 50 meters length		
47	10	rolls	Tape, Transparent, 1 inch, 24mm, 50 meters length		
48	2	pcs	Tape Dispenser, Heavy Duty		
49	15	packs	Tape Flag, Sign Here		
50	30	pcs	Ring Binder, Plastic Comb, ¾ x 3ft.		
51	6	pcs	USB Flash Drive, 64 GB		
52	1	pc	Wireless Laser Presentation Remote (with LCD)		
53	1	pc	HDMI Splitter Amplifier 1 x 4 Port Box Hub with Power Supply		
54	1	pc	HDMI to HDMI Cable, 10 meters		
55	1	pc	Audio Jack, 3.5mm Stereo to 2RCA Audio Cable, 5 meters		
56	2	pcs	Type C Hub, 6 in 1 Adapter, High Speed USB 3.0 Ports, USB-C HDMI, SD/TF Card Reader		
57	3	rolls	Duct Tape, cloth, silver grey, 2 inches x 82 feet		
58	4	pcs	Retractable Utility Knife Heavy Duty Cutter, Aluminum Alloy Knife, 18mm		
59	60	pcs	Notebook, Planner-Type, Hardcover/Leather hard Cover with Logo, approx. 320 pages, size A5		
			<b>Continue next page ... page 2 of 3</b>		

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			<b>Terms of Reference:</b>		
			-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.		
			<b>After Sales Service:</b>		
			-Replacement of defective items within 24 hours upon		
			notification by the end-user.		
			<b>Schedule of Requirements:</b>		
			-Delivery within (10) days upon receipt of PO/NOA.		
			<b>x-x-x-x-x-x-x-x-x-x-x page 3 of 3</b>		
			<b>Total Lot Price</b>		

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

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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