



Republic of the Philippines
Province of Pampanga

Bids and Awards Committee

Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

FEB 17 2025

RFQ No. **250131**

P.R. No. / Date / End User / Purpose:

(25-0236 1/13/2025 Governor's Office Office Supplies for Kapitolyo sa Barangay Program)

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. FEB 21 2025

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 461,875.00

FRANCIS V. MASLOG
CHAIRPERSON
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 and latest quarterly return or percentage tax.
- 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.	Qty	Unit	Item Description	Unit Price	Total Price
1	20	boxes	ENVELOPE, Documentary, legal, 500 pieces per box		
2	1575	boxes	ENVELOPE, mailing white, short, 500pcs/box		
3	25	pcs	MARKER, Permanent, Black, fine tip		
4	50	pack	PAPER, colored bond paper, assorted neon colors, 100's/pack		
5	250	pcs	PEN, ballpen, retractable,super fine, 0.5mm, black		
6	45	boxes	RUBBER BAND No. 18, 350g		
7	50	boxes	STAPLER WIRE, no.10, (1000's/box)		
8	50	pc	STAPLE WIRE, standard #35 (5000's/box)		
9	10	pc	STAPLER, no.10		
10	5	pc	STAPLER, no.35 with remover, heavy duty		
11	30	roll	TAPE, double-sided, 1"		
12	100	roll	TAPE, packaging, 48 mm		

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			<p>TERMS OF REFERENCE: 1. Brand of the items being offered must be indicated in the quotation. 2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the item/s being offered by prospective supplier/s.</p> <p>AFTER SALES SERVICE: 1. Replacement of defective items within 24 hours upon notification by the end-user.</p> <p>SCHEDULE OF REQUIREMENTS: Delivery within ten (10) calendar days upon receipt of PO/NOA</p>		
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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