



RELEASED
DBM Regional Office VI

BY: JACT
DATE: MAR 08 2024

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

March 8, 2024

REQUEST FOR QUOTATION
No. 2024-03-002

The Department of Budget and Management Regional Office VI, through its Bids and Awards Committee, intends to undertake **Shopping** under Section 52.1(b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 for the procurement of **FY 2024 1st Semester Common-Use Supplies**.

Name of Project		Purchase of Common-Use Supplies
Approved Budget for the Contract (PhP)		
Line Item No.	Product Name	Budget
1	Common Office Supplies	198,000.00
2	Common Janitorial Supplies	73,000.00
3	Common Electrical Supplies	12,000.00
4	Common Computer/IT Supplies	105,000.00
Area of Delivery	Department of Budget and Management Regional Office VI - 251-A General Hughes, St., Iloilo City	

Submission of closed/sealed quotation using the Price Quotation Form (Annex A) is not later than **4:00 p.m. of March 15, 2024**, at Division C, 1st Floor, DBM RO VI Old Building, 251-A General Hughes St., Iloilo City. Due to the non-availability of an online bidding facility, online or electronic submission and receipt of quotation is not allowed.

The following documents shall be submitted together with the quotation:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number (Preferably indicated on the space provided in the attached Annex "A")

Any interlineations, erasures or overwriting in the closed/sealed quotation shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Award of contracts shall be made per line item to the supplier with the lowest quotation and complies with the minimum description as stated above and other terms and conditions stated in the price quotation form (Annex "A")

The BAC Secretariat and their respective contact information are as follows:

1. Ms. Maritess G. Lumajen – telephone no. (033) 335-0354;
2. Mr. Stanley G. Superticioso – telephone no. (033) 337-2589; and
3. Mr. John Arnold C. ToribiO – telephone no. (033) 335-0354.

Truly yours,



ATTY. MARIEL DAVE M. GALDEGO
BAC Chairperson



PRICE QUOTATION FORM

Date

Department of Budget and Management
Regional Office VI
251-A General Hughes St., Iloilo City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item	Description	Unit	Qty	Unit Cost	Total Cost
1	COMMON OFFICE SUPPLIES	lot	1		
	Alcohol, 70% Isopropyl with Moisturizer, 500 ml	bot	300		
	Ballpen, 0.5mm, black	pc	30		
	Ballpen, 0.5mm, blue	pc	40		
	Bond paper, 8 1/2x11 3/4- A4 size, Substance 20	ream	125		
	Bond paper, 8 1/2x14-legal size, Substance 20	ream	90		
	Bond Paper, 8.5 x 13, Substance 20	ream	10		
	Bond Paper, Yellow, A4, Substance 20	ream	10		
	CALCULATOR, compact	piece	3		
	Correction Tape, disposable	pc	27		
	Envelope, brown, Legal, 500s	box	1		
	Envelope, brown, A4, 500s	box	1		
	Envelope Expanded Paper Colored, Legal, 100s	box	1		
	Envelope, mailing white with window, 500s	box	3		
	Expandable Folder (legal, hard, light green)	piece	200		
	Expandable Folder (legal, hard, light red)	piece	50		
	Filing box, Magazine box, large with cover, green/maroon, legal	pc	30		
	Folder, Tagboard, legal size, Red	piece	40		

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Item	Description	Unit	Qty	Unit Cost	Total Cost
	Folder (tagboard, legal size, green)	piece	125		
	Glue, Multi-purpose, 130g	bot	4		
	Index Tabs, Clear, 5 sets per box	box	30		
	Marker (flourescent, 3 colors/set)	set	5		
	Marking Pen, permanent, fine tip, black	pc	3		
	Marking Pen, permanent, fine tip, blue	pc	3		
	PAPER CLIP, vinyl/plastic coated, 33mm	box	20		
	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	35		
	Paper Fastener, plastic, 50sets/box	box	6		
	Pencil, lead with eraser, medium size	box	2		
	Photo Paper, glossy, A4, 10's	pack	4		
	Sticker Paper, A4, 10's	set	4		
	Rubber Band # 18, 445 grams/box	box	2		
	Ruler, transparent, 1 foot	piece	4		
	Scissors, big, multi-purpose, 7 inches	pc	4		
	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pc	30		
	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	pc	40		
	Stamp pad ink, black, 50ml	bottle	2		
	Stamp pad ink, blue, 50ml	bottle	2		
	Stamp pad ink, red, 50ml	bottle	2		
	Stamp pad ink, violet, 50ml	bot	2		
	Stamp pad, No. 1 (3.25 x 5 inches or 4 x 5.5 inches)	pc	2		
	Staple Remover, plier-type	pc	3		
	Staple wire standard # 35	box	10		
	Stapler, Standard type	each	3		
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	20		
	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20		
	TOILET TISSUE PAPER, 2 ply , 12 rolls/pack	packs	70		
	Tape (transparent, 1 inch)	roll	10		
	Binder clip, backfold, 51mm	box	20		

Handwritten signature/initials

Item	Description	Unit	Qty	Unit Cost	Total Cost
	Binder clip, backfold, 32mm	box	20		
	Binder clip, backfold, 25mm	box	10		
	Binder clip, backfold, 19mm	box	10		
TOTAL					
2	COMMON JANITORIAL SUPPLIES	lot	1		
	Air Freshener 320ml	can	10		
	Laundry Detergent, 1 kg	pack	2		
	Dishwashing Liquid, 250 ml	bottle	30		
	Dishwashing Pad (Scrub sponge, 140 x 80 x 19 mm)	piece	20		
	Disinfectant Spray (340 gsm)	can	60		
	Furniture Cleaner, 330mL	can	20		
	Hand Wash, 225 ml	bottle	20		
	Insecticide, aerosol spray, water based 600ml	can	20		
TOTAL					
3	COMMON ELECTRICAL SUPPLIES	lot	1		
	LED Light Bulb, daylight, 11 watts	piece	60		
TOTAL					
4	COMMON COMPUTER/ IT SUPPLIES	lot	1		
	Canon Pixma IP 2770 Ink, 810 Black	Piece	10		
	Canon Pixma IP 2770 Ink, 811 Colored	Piece	10		
	EPSON L210 ink Cyan T6642	bottle	10		
	EPSON L210 ink Magenta T6643	bottle	10		
	EPSON L210 ink Yellow T6644	bottle	10		
	EPSON L210 ink Black T6641	bottle	10		
	HP 704 Black	ca	4		
	HP 704 Tri-Color, CN 693 AA	ca	5		
	Mouse, wireless	pc	10		
	HP89A Toner	piece	2		
	Ink, Brother BT5000C	bottle	2		
	Ink, Brother BT5000M	bottle	2		
	Ink, Brother BT5000Y	bottle	2		
	Ink, Brother BT60BK	bottle	3		
	Canon Pixma G1010 Ink, 790 BK	bottle	10		
	Canon Pixma G1010 Ink, 790 C	bottle	10		
	Canon Pixma G1010 Ink, 790 M	bottle	10		
	Canon Pixma G1010 Ink, 790 Y	bottle	10		
TOTAL					

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NOTE: Evaluation and award of contracts shall be made **PER LINE ITEM**. Kindly indicate **"Not Applicable"** or **"NA"** to the "Total Cost" column corresponding the line item/s that is not applicable to the supplier.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Truly yours,

Name and Signature of Representative

Name of Company and Tel. No.

PhilGEPS Registration No:

Handwritten signature and registration number in blue ink.