



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

REQUEST FOR QUOTATION (RFQ)
Supply and Delivery of Office Supplies

December 22, 2021

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

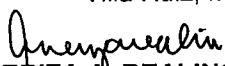
PROCUREMENT TERMS & CONDITIONS

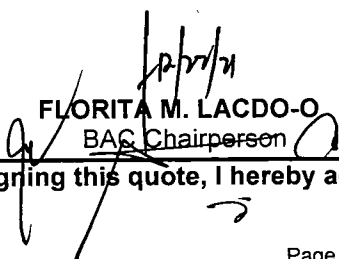
1. The Total Approved Budget for the Contract (ABC) is **Two Hundred Seventy Six Thousand Nine Hundred Sixty Five Pesos only (₱276,965.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per item" basis.**
4. Delivery period is specified in the 3rd page of this RFQ.
5. If awarded the contract, processing and payment shall be made within five (5) working days upon receipt of Statement of Account.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be submitted sealed not later than December 27, 2021 @ 9:30 AM, DBM Bundy Clock Time:**
 - 2021 Mayor's/Business Permit but if not yet available, the recently expired Mayor's/Business Permit with official receipt of renewal application, subject however, to submission of 2021 Mayor's/Business Permit after award of contract but before payment. However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same.

The supplier's PhilGEPS Registration Number must be indicated at the 3rd page of this RFQ.

Address of bid submission

FLORITA M. LACDO-O, BAC Chairperson
DBM-Regional Office No. VIII
Villa Ruiz, Marasbaras, Tacloban City


ENERIZA A. REALINO
Canvasser


FLORITA M. LACDO-O
BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

Supply and Delivery of Office Supplies

Item	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
			Supply and Delivery of the following Office Supplies:			
1	25	can	INSECTICIDE, aerosol type, 550 - 700 ML	9,000		
2	50	bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml	5,000		
3	20	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled (8pcs per pack)	3,000		
4	15	pcs	Replaceable Ink Pack System (RIPS) for EPSON WF - C5790 T950 Black (XL) Prints 10,000 copies approximately	108,300		
5	10	pcs	Replaceable Ink Pack System (RIPS) for EPSON WF - C5790 T948 Cyan Prints 3,000 copies approximately	42,200		
6	10	pcs	Replaceable Ink Pack System (RIPS) for EPSON WF - C5790 T948 Magenta Prints 3,000 copies approximately	42,200		
7	10	pcs	Replaceable Ink Pack System (RIPS) for EPSON WF - C5790 T948 Yellow Prints 3,000 copies approximately	42,200		
8	50	pcs	SIGN PEN, BLACK, gel ink, 0.5mm needle tip	1,150		
9	30	pcs	SIGN PEN, BLUE, gel ink, 0.5mm needle tip	690		
10	25	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (legal)	7,125		
11	1	box (100s)	FOLDER, PRESSBOARD, Yellow, thickness: min. of 0.40mm, size: ~240mm x 370mm (-5mm)	1,700		
12	40	pcs	FOLDER, PRESSBOARD, Green, thickness: min. of 0.40mm, size: ~240mm x 370mm (-5mm)	1,000		
13	40	pcs	FOLDER, PRESSBOARD, Orange, thickness: min. of 0.40mm, size: ~240mm x 370mm (-5mm)	1,000		
14	40	pcs	FOLDER, PRESSBOARD, Blue, thickness: min. of 0.40mm, size: ~240mm x 370mm (-5mm)	1,000		
15	10	pcs	Ribbon Cartridge for EPSON LQ-2190	9,500		
16	20	pack (10s)	Trashbag, GPP specs, black, 940mmx1016mm (37inx40in) XL	1,900		

			<p>"Delivery Period: Thirty (30) calendar days upon receipt of NOA and PO for ink cartridge.</p> <p>Fifteen (15) calendar days for Janitorial and Office Supplies"</p>			
				276,965		

Please fill-out this portion LEGIBLY and COMPLETELY:

Signature over Printed Name of Authorized Representative: _____

Date: _____

12/27/21

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____