



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 and Janitorial Supplies**

September 5, 2023

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 **Fifty-Eight Thousand Three Hundred Seventy Two Pesos only (P58,372.00)**.
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 **15 calendar days** upon receipt of the Notice of Award (NOA) and Purchase Order (PO) at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
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 not later than September 11, 2023 @ 9:30 A.M. DBM Bundy Clock Time:**
  - 2023 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 2023 Mayor's/Business Permit after award of contract but before payment.
10. **The supplier's PhilGEPS Registration Number must be indicated at the 3<sup>rd</sup> 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 stated above. By signing this quote, I hereby agree and bind myself to the above Terms & Conditions.

## Supply and Delivery of Office and Janitorial Supplies

Item	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
<b>A. Office and Janitorial Supplies</b>						
1	30	piece	Ballpen, Black, Oil Base Gel Pen	180		
2	30	piece	Ballpen, Blue, Oil Base Gel Pen	180		
3	30	piece	Ballpen, Red, Oil Base Gel Pen	180		
4	29	piece	SIGN PEN, Black, liquid or gel ink, 0.5 mm, needle tip	725		
5	40	piece	SIGN PEN, Blue, liquid or gel ink, 0.5 mm, needle tip	1,000		
6	6	piece	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	924		
7	3	piece	BROOM, Soft (Walis Tambo)	360		
8	14	piece	LIQUID HAND SOAP, 500mL	2,450		
9	3	bundle	MOPHEAD, made of rayon	360		
10	1	roll	RAGS, all cotton, 1 kilo per bundle	160		
11	2	box	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	300		
12	4	piece	TAPE, transparent, 24mm	140		
13	5	piece	CALCULATOR, Compact, 12 digit, two-way power	3,000		
14	4	piece	CUTTER/UTILITY KNIFE, for general purpose	480		
15	6	box	MARKER, Permanent, Red	228		
16	6	piece	PAPER CLIP, vinyl/plastic coated, 33mm	186		
17	3	piece	SCISSORS, symmetrical or asymmetrical, metal blades, atleast 6"	204		
18	5	piece	STAPLER, standard type, No. 35	900		
19	5	piece	STAPLE REMOVER, plier type, metal	575		
20	5	piece	TAPE DISPENSER, table top, Dual Core, heavy duty, w/ cutter	900		
21	10	ream	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	380		
22	100	ream	PAPER, MULTICOPY A4, 500 sheets per ream, atleast 70 gsm	22,000		
23	25	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream, atleast 70 gsm	6,200		

24	26	piece	INSECTICIDE, aerosol, water-based, 600 ml	14,300		
25	20	bottle	DISHWASHING LIQUID, 250ml, antibacterial	1,900		
26	2	bottle	LIQUID BLEACH, multi-purpose use, anti-bacterial, unscented, 1 liter	160		
<b>Delivery Period:</b> Fifteen (15) calendar days upon receipt of NOA and PO for the Office Supplies and Janitorial Services.						
				<b>58,372</b>		

**Please fill-out this portion LEGIBLY and COMPLETELY:**

Signature over Printed Name of  
 Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Y

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**PhilGEPS Registration No.** \_\_\_\_\_

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