



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 VARIOUS JANITORIAL AND OFFICE SUPPLIES  
FOR 4TH QUARTER FY 2024**

October 8, 2024

The Manager  
\_\_\_\_\_  
\_\_\_\_\_

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 **Seventy-Two Thousand Eighty-Seven Pesos and Eight Centavos Only (₱72,087.08)**.
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 indicated in the 3rd page of this RFQ.
5. If awarded the contract, processing and payment shall be made within **three (3) working days** upon receipt of Billing/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 sealed and submitted manually/on-site or through courier not later than October 15, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
  - a. 2024 Mayor's/Business; However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same.
10. The supplier's PhilGEPS Registration Number must likewise 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*  
ENERIZA A. REALINO  
Canvasser

10/8/24  
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 VARIOUS JANITORIAL AND OFFICE SUPPLIES FOR 4TH QUARTER FY 2024

Item	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
			<b>SUPPLY AND DELIVERY OF VARIOUS JANITORIAL AND OFFICE SUPPLIES FOR 4TH QUARTER FY 2024</b>			
			<b>A. OFFICE AND JANITORIAL SUPPLIES</b>			
1	60	pc	Ballpen, Black, Oil Base Gel Pen	334.00		
2	60	pc	Ballpen, Blue, Oil Base Gel Pen	334.00		
3	20	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	1,500.00		
4	13	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	962.00		
5	5	pc	Calculator, Compact, 12 digit, two-way power	3,561.67		
6	35	pc	Certificate holder, A4 size (8.3"x11.7"), plastic	1,560.42		
7	8	box	Clip Backfold, 2 inch (50 mm)	630.67		
8	19	box	Clip Backfold, 1.25 inch (32 mm)	855.00		
9	24	box	Clip Backfold, 1 inch (25 mm)	720.00		
10	13	box	Clip Backfold, .75 inch (19 mm)	223.17		
11	50	pcs	Correction Tape, 8 meters x 5 mm	1,216.67		
12	30	btl	Dishwashing Liquid, 250ml, antibacterial, concentrated	3,000.00		
13	2	box	Documentary Envelope Brown A4	2,103.33		
14	10	box	Fastener, metal, non-sharp edges, 50 sets per box, non-rust	610.00		
15	1	pc	Flag, Republic of the Philippines, lightweight, 3x5ft	282.50		
16	2	ream	Folder, tagboard, Legal, 100 pcs per box, white color	1,084.67		
17	75	can	Insecticide, water-based, 600ml, Aerosol, Long-Nozzle	38,225.00		
18	4	btl	Liquid Hand Soap, liquid, Antibacterial, 500ml	637.33		
19	4	pcs	Marker, Permanent Black, Quick-Drying Oil-Base Ink, Fine tip	148.00		
20	4	pcs	Marker, Permanent Blue, Blue, Quick-drying Oil Base Ink, Fine tip	133.33		
21	3	set	Mop & Bucket Set; with 1 Microfiber Mop Head; 360° rotating mop head; With spin-dry mechanism; Polypropylene Plastic (mop bucket); Stainless steel mop handle; Floor Bucket Measurement - L40xW22xH23cm; Mop Handle - 14.2cmx109.5cm	3,600.00		
22	19	pad	Notepad, stick-on, 50mm x 76mm, 2"x3", 100 sheets per pad	405.33		
23	21	pad	Notepad, stick-on, 76mm x 76mm, 3"x3", 100 sheets per pad	623.00		
24	2	pad	Notepad, stick-on, 76mm x 100mm, 3"x4", 100 sheets per pad	74.00		

25	1	pcs	Puncher, Two-Hole, Standard, 30-sheet capacity	180.00	
26	2	kilo	Rags, Random-cut cotton material, absorbent	288.00	
27	4	box	Rubber Band No. 18, 350g	1,006.67	
28	128	pcs	Sign pen, Black .5mm, gel ink, needle/fine tip	2,773.33	
29	72	pcs	Sign pen, Blue .5mm, gel ink, needle/fine tip	1,560.00	
30	10	pcs	Sign pen, Red, .5mm, gel ink, needle/fine tip	216.67	
31	1	ream	Specialty Paper, A4, 180gsm, Cream Color	1,223.33	
32	10	box	Staple wire, Standard/#35	470.00	
33	13	roll	Tape, transparent, 48mm, 20m	498.33	
34	5	roll	Tape, Masking, 48mm, 20m	395.00	
35	5	roll	Tape Packaging, 48mm, 20m	190.00	
36	5	btl	Liquid Bleach, multi-purpose use, anti-bacterial, unscented, 1 liter	461.67	
<p>'Terms and Conditions:</p> <p>1. Payment shall be made three (3) working days upon receipt of Bill/Charge Invoice.</p> <p>2. Price shall be inclusive of 12% VAT and delivery charge.</p> <p>3. Location Delivered: DBM ROVIII , Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City</p> <p>4. Delivery Period</p> <p>Ten (10) Calendar Days upon receipt of NOA and PO</p>					
				<b>72,087.08</b>	

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

Signature over Printed Name of Authorized Representative: \_\_\_\_\_  
 Position in Firm: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No. \_\_\_\_\_

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