



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 Office and Janitorial Supplies
for June and 3rd Quarter

June 24, 2024

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 **Eighty Two Thousand Twenty Nine Pesos and 16/100 only (P82,029.16)**. The ABC per item is indicated in the 2nd and 3rd pages of this RFQ.
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 **10 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 sealed and submitted manually/on-site or through courier not later than July 1, 2024 @ 9:30 A.M. DBM Bundy Clock Time:**
 - 2024 Mayor's/Business Permit but if not yet available, the recently expired Mayor's/Business Permit, subject however, to submission of 2024 Mayor's/Business Permit after award of contract but before payment.
10. **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
6/24/24

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 Various Office and Janitorial Supplies for June and 3rd Quarter

Item	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1	30	piece	A. Office and Janitorial Supplies Ballpen, Black, Oil Base Gel Pen	180		
2	30	piece	Ballpen, Blue, Oil Base Gel Pen	180		
3	10	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	713.33		
4	10	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	783.33		
5	2	bottle	BLEACHING SOLUTION, Antibacterial, 1 Liter	110		
6	3	piece	BROOM (Walis Tambo), Light-weight , plastic-handle, Height- Atleast 3 ft	1,050		
7	3	piece	BROOM (Walis Ting-ting), Atleast 5.9" Grip Width & 29.9" Height	150		
8	2	piece	CALCULATOR, Compact, 12 digit, two-way power	1,107		
9	55	piece	CERTIFICATE HOLDER, A4 size (8.3"x11.7"), plastic, with cardboard support and clear-plastic cover	2,769		
10	12	bottle	CLEANER, Toilet Bowl and Urinal, Thick Bleach, Disinfectant, Antibacterial, atleast 900 ml	2,760		
11	11	box	CLIP, backfold, 25mm	349		
12	6	box	CLIP, backfold, 50mm	494		
13	41	piece	CORRECTION TAPE, 8 meters x 5 mm	1,121		
14	2	piece	CUTTER/UTILITY KNIFE, Non-Rust, Standard Blade Requirement: L-100mm, W-16mm	80		
15	30	piece	DISHWASHING LIQUID, 250ML, antibacterial, Concentrated	3,270		
16	20	can	DISINFECTANT SPRAY, atleast 400ml, Antibacterial, Aerosol, Lavender-10 cans & Lemon - 10 cans	13,580		
17	40	box	FACEMASK (SURGICAL), 3ply type, color: blue, atleast 50 masks per box, CE-certified, Disposable	3,800		
18	8	box	FASTENER, metal, non-sharp edges, 50 sets per box, non-rust	507		
19	8	box	FOLDER, Pressboard, Legal, 100 pcs	13,085		

			per box (Yellow(1), Orange(1), Blue(1), White(1), Green (4))			
20	3	piece	GLUE, all-purpose, 200 grams	323		
21	4	bottle	HAND SOAP, liquid, Antibacterial, 500ml	660		
22	45	can	INSECTICIDE, Water-based, 600ml, Aerosol, Long-Nozzle	22,162.50		
23	30	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	5,250		
24	4	piece	MARKER, Flourescent, 3 colors/set, Neon Colors (Orange, Yellow Green, Pink)	284		
25	3	piece	MARKER, Permanent, Black, Quick-Drying Oil-Base Ink, Fine tip	85		
26	3	piece	MARKER, Permanent, Blue, Quick-drying Oil Base Ink, Fine tip	85		
27	18	pad	NOTEPAD, stick-on, 50mm x 76mm, 2"x3", 100 sheets per pad	378		
28	8	pad	NOTEPAD, stick-on, 76mm x 100mm, 3"x4", 100 sheets per pad	288		
29	18	pad	NOTEPAD, stick-on, 76mm x 76mm, 3"x3", 100 sheets per pad	534		
30	3	piece	RULER, flexible, plastic, 450mm	155		
31	100	piece	SIGN PEN, Black, liquid or gel ink, 0.5 mm, needle/fine tip	2,184		
32	100	piece	SIGN PEN, Blue, liquid or gel ink, 0.5 mm, needle/fine tip	2,184		
33	4	piece	STAPLE REMOVER, plier type, metal	210		
34	8	box	STAPLE WIRE, standard, No.35, 26/6	379		
35	8	roll	TAPE, packaging, 48mm, 90 yards	440		
36	7	roll	TAPE, transparent, 48mm, 90 yards	339		
			Delivery Period: Ten (10) calendar days upon receipt of NOA and PO			
				82,029.16		

Please fill-out this portion LEGIBLY and COMPLETELY:

Signature over Printed Name of Authorized Representative: _____ Date: _____

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____