



**RELEASED**  
DBM Regional Office VI  
BY: met  
DATE: JUN 27 2025

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VI

DMS Ref. No.: 2025-ROVI-0073127-I

27 June 2025

**REQUEST FOR QUOTATION**  
**No. 2025-06-009**

The Department of Budget and Management Regional Office VI, through its Bids and Awards Committee, intends to undertake **Small Value Procurement** for the procurement project: **Purchase of Common-Use Supplies and Equipment not available at Procurement Service (PS)**, in accordance with **Section 34** of the Implementing Rules and Regulations of Republic Act No. 12009<sup>1</sup>.

|  |   |            |
|--|---|------------|
| Name of Project                        | Purchase of Common-Use Supplies and Equipment not available at Procurement Service (PS)         |            |
| Approved Budget for the Contract (PhP) |   |            |
| Line Item No.                          | Product Name  | Budget     |
| 1                                      | Common-Use Office Supplies  | 260,000.00 |
| 2                                      | Common-Use ICT and Printer Supplies/Consumables   | 200,000.00 |
| 3                                      | Common Janitorial Supplies  | 120,000.00 |
| 4                                      | Common-Use Electrical Supplies  | 18,000.00  |
| Total                                  |   | 598,000.00 |
| 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 01 July 2025**, 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")
- Omnibus Sworn Statement (with duly notarized Special Power of Attorney, Secretary's Certificate, or Board/Partnership Resolution, as applicable)

<sup>1</sup> New Government Procurement Act

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 that complies with the minimum description as stated in Page No. 1 hereof, 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. Mr. Stanley G. Superticioso – telephone no. (033) 337-2589; and
2. Mr. John Arnold C. Toribio – telephone no. (033) 335-0354.

Truly yours,

  
Digitally signed by  
Gallego Mariel Dave  
Mallo  
Date: 2023.06.22  
14:45:10 +08'00'  
**ATTY. MARIEL DAVE M. GALLEGO**  
BAC Chairperson

Digitally signed by Atty. Mariel Dave M. Gallego, DN: cn=Gallego Mariel Dave Mallo, o=, ou=, email=, c=PH, serial=144510, version=1, reason=, signature=



## 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 |
|----------|---|------------|----------|-----------|------------|
| <b>1</b> | <b>COMMON-USE OFFICE SUPPLIES</b>                 | <b>lot</b> | <b>1</b> |           |            |
|          | Alcohol, 70% Isopropyl with Moisturizer, 500 ml   | bottle     | 100      |           |            |
|          | Ballpen, 0.5mm, black                             | piece      | 50       |           |            |
|          | Ballpen, 0.5mm, blue                              | piece      | 50       |           |            |
|          | Binder clip, backfold, extra large, 51mm          | box        | 20       |           |            |
|          | Binder clip, backfold, large, 32mm                | box        | 20       |           |            |
|          | Binder clip, backfold, medium, 25mm               | box        | 10       |           |            |
|          | Binder clip, backfold, small, 19mm                | box        | 10       |           |            |
|          | Bond paper, 210mm x 297mm - A4 size, Substance 20 | ream       | 300      |           |            |
|          | Bond paper, 8 1/2x14-legal size, Substance 20     | ream       | 150      |           |            |
|          | Bond Paper, 8.5 x 13, Substance 20                | ream       | 15       |           |            |
|          | Bond Paper, Yellow, A4, Substance 20              | ream       | 15       |           |            |
|          | Correction Tape, disposable                       | piece      | 60       |           |            |
|          | Double sided tape, 1 inch                         | roll       | 4        |           |            |
|          | Envelope Expanded Paper Colored, Legal, 100s      | box        | 1        |           |            |
|          | Envelope, brown, Legal, 500s                      | box        | 1        |           |            |
|          | Envelope, mailing white with window, 500s         | box        | 3        |           |            |
|          | Expandable Folder (legal, hard, blue)             | piece      | 30       |           |            |
|          | Expandable Folder (legal, hard, light green)      | piece      | 100      |           |            |

Digitally signed by  
Gloria Mae Dela Cruz  
DN: cn=Gloria Mae Dela Cruz, o=DOH, ou=DOH, email=gmaedelacruz@doh.gov.ph

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*Gloria Mae Dela Cruz*

Digitally signed by  
Gloria Mae Dela Cruz  
DN: cn=Gloria Mae Dela Cruz, o=DOH, ou=DOH, email=gmaedelacruz@doh.gov.ph



| Item | Description  | Unit   | Qty | Unit Cost | Total Cost |
|------|--|--------|-----|-----------|------------|
|      | Expandable Folder (legal, hard, red)                   | piece  | 30  |           |            |
|      | Expandable Folder (legal, hard, yellow)                | piece  | 30  |           |            |
|      | Folder (tagboard, legal size, Green)                   | piece  | 100 |           |            |
|      | Folder (tagboard, legal size, White)                   | piece  | 100 |           |            |
|      | Folder with plastic, Tagboard legal size, Blue         | piece  | 40  |           |            |
|      | Folder with plastic, Tagboard legal size, Green        | piece  | 50  |           |            |
|      | Folder with plastic, Tagboard legal size, Red          | piece  | 40  |           |            |
|      | Folder with plastic, Tagboard legal size, Yellow       | piece  | 40  |           |            |
|      | Marking Pen, permanent, fine tip, black                | piece  | 3   |           |            |
|      | Marking Pen, permanent, fine tip, blue                 | piece  | 3   |           |            |
|      | Note Pad, stick on, 50mm x 76mm (2" x 3") min          | pad    | 40  |           |            |
|      | Note Pad, stick on, 76mm x 100mm (3" x 4") min         | pad    | 40  |           |            |
|      | Paper Clip, vinyl/plastic coated, 33mm                 | box    | 50  |           |            |
|      | Paper Clip, vinyl/plastic coated, jumbo, 50mm          | box    | 50  |           |            |
|      | Photo Paper, glossy, A4, 10's                          | pack   | 4   |           |            |
|      | Push pin, hammer head type, assorted colors, 100's/box | box    | 4   |           |            |
|      | Rubber Band # 18, 445 grams/box                        | box    | 2   |           |            |
|      | Scissors, big, multi-purpose, 7 inches                 | piece  | 4   |           |            |
|      | Sign Pen, Black, liquid/gel ink, 0.5mm needle tip      | piece  | 60  |           |            |
|      | Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip       | piece  | 120 |           |            |
|      | Stamp pad ink, violet, 30ml                            | bottle | 4   |           |            |
|      | Stamp pad, No. 1 (3.25 x 5 inches or 4 x 5.5 inches)   | piece  | 2   |           |            |
|      | Staple wire standard # 35                              | box    | 30  |           |            |
|      | Stapler, Standard type (fits No. 35 staple wire)       | piece  | 3   |           |            |
|      | Sticker Paper, A4, 10's                                | pack   | 4   |           |            |
|      | Tape (transparent, 1 inch)                             | roll   | 20  |           |            |
|      | Toilet Tissue Paper, 2 ply, 12 rolls/pack              | pack   | 200 |           |            |



| Item         | Description  | Unit       | Qty      | Unit Cost | Total Cost |
|--------------|--|------------|----------|-----------|------------|
|              | White board Marking Pen (Black)                        | piece      | 2        |           |            |
|              | White board Marking Pen (Blue)                         | piece      | 2        |           |            |
|              | White board Marking Pen (Red)                          | piece      | 2        |           |            |
| <b>TOTAL</b> |  |            |          |           |            |
| <b>2</b>     | <b>COMMON-USE ICT AND PRINTER SUPPLIES/CONSUMABLES</b> | <b>lot</b> | <b>1</b> |           |            |
|              | Computer Mouse, wireless                               | unit       | 15       |           |            |
|              | Canon Pixma IP 2770 Ink, 810 Black                     | piece      | 30       |           |            |
|              | Canon Pixma IP 2770 Ink, 811 Colored                   | piece      | 30       |           |            |
|              | EPSON L210 ink Cyan T6642                              | bottle     | 15       |           |            |
|              | EPSON L210 ink Magenta T6643                           | bottle     | 15       |           |            |
|              | EPSON L210 ink Yellow T6644                            | bottle     | 15       |           |            |
|              | EPSON L210 ink Black T6641                             | bottle     | 15       |           |            |
|              | Flash drive 8GB  | piece      | 3        |           |            |
|              | Canon Pixma G1010 Ink, 790 BK                          | bottle     | 20       |           |            |
|              | Canon Pixma G1010 Ink, 790 C                           | bottle     | 15       |           |            |
|              | Canon Pixma G1010 Ink, 790 M                           | bottle     | 15       |           |            |
|              | Canon Pixma G1010 Ink, 790 Y                           | bottle     | 15       |           |            |
|              | HP89A Toner  | piece      | 2        |           |            |
| <b>TOTAL</b> |  |            |          |           |            |
| <b>3</b>     | <b>COMMON JANITORIAL SUPPLIES</b>                      | <b>lot</b> | <b>1</b> |           |            |
|              | Air Freshener, 320ml                                   | can        | 20       |           |            |
|              | Dishwashing Liquid, 250 ml                             | bottle     | 120      |           |            |
|              | Dishwashing Pad (Scrub sponge, approx. 3 x 2 inches)   | piece      | 40       |           |            |
|              | Disinfectant Spray (300g to 400g)                      | can        | 120      |           |            |
|              | Furniture Cleaner, 330mL                               | can        | 40       |           |            |
|              | Hand Wash, liquid, 500 ml                              | bottle     | 80       |           |            |
|              | Insecticide, aerosol spray, water based 600ml          | can        | 30       |           |            |
|              | Laundry Detergent, 1 kg                                | pack       | 4        |           |            |
| <b>TOTAL</b> |  |            |          |           |            |
| <b>4</b>     | <b>COMMON ELECTRICAL SUPPLIES</b>                      | <b>lot</b> | <b>1</b> |           |            |
|              | LED Light Bulb, daylight, 11 watts                     | piece      | 60       |           |            |
|              | T5 led Tube light, 28 watts, 4ft, daylight             | set        | 10       |           |            |
| <b>TOTAL</b> |  |            |          |           |            |

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

(Amount in Words)

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

Truly yours,

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**Name and Signature of Representative**

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**Name of Company and Tel. No.**

**PhilGEPS Registration No:** \_\_\_\_\_