



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 1ST QUARTER FY 2025

February 12, 2025

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 **Ninety-Eight Thousand Seventy-Two Pesos Only (P98,072.00)**.
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 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 and valid Tax Clearance issued by the BIR.
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 February 17, 2025 @ 9:30 AM, DBM Bundy Clock Time:**
 - a. 2025 Mayor's/Business Permit, but if not yet available, the recently expired Mayor's/Business Permit with official receipt of renewal application, subject however submission of 2025 Mayor's/Business Permit after award of contract but before payment.
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

RFQ-Shopping 52.1(b)-2025-001

2/17/25
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 1st Quarter FY 2025

Item	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
			Supply and Delivery of Various Janitorial and Office Supplies for 1 st Quarter FY 2025			
1	20	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	1,500		
2	20	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	1,500		
3	30	bottle	CLEANER, Toilet Bowl and Urinal, Thick Bleach, Disinfectant ,Antibacterial,900 ml	4,350		
4	2	piece	CUTTER/UTILITY KNIFE, for general purposes; Non-Rust, Standard Blade Requirement: L- 100mm, W-16mm	203		
5	30	can	DISINFECTANT SPRAY, 400ml, Antibacterial, Aerosol, Lavender-15 cans & Lemon - 15 cans	18,750		
6	7	roll	DOUBLE SIDED TAPE, 1 inch, 10m - Length, .75mm – Thickness	287		
7	30	bottle	DISWASHING LIQUID, 250ml, antibacterial, concentrated	4,050		
8	2	ream	FOLDER, tagboard, Legal, 100 pcs per box, white color	1,146		
9	9	box	FOLDER, pressboard; Pressboard, Legal, 100 pcs per box (Yellow(2), Orange(2), Blue(2), White(1), Green (2))	24,165		
10	5	bottle	GLUE, all-purpose, 200g, adhesive paste with applicator	285		
11	30	can	INSECTICIDE, 600ml, Aerosol, Long-Nozzle	15,750		
12	30	bottle	HAND SOAP, liquid, Antibacterial, 500ml	4,050		
13	25	pad	NOTEPAD, stick-on, 76mm x 100mm, 100 sheets per pad	1,000		
14	12	piece	MARKER, Permanent, Black, Quick-Drying Oil-Base Ink, Fine tip	468		
15	6	piece	MARKER, Permanent, Blue, Quick-Drying Oil-Base Ink, Fine tip	234		
16	2	kilo	RAGS, Random-cut cotton material, absorbent	290		
17	3	box	RUBBER BAND No. 18, 350g, Large Size	720		
18	6	piece	STAPLER, standard type, 200 staples load capacity; 55(H) X 50(W) X 122.5(L)mm; Stapling Capacity: 2-30 sheets of paper	3,300		

19	1	unit	STAPLER, Heavy-duty binder, Max- 240 sheets; Long Arm Heavy Duty Binding Staple; Distance that can be stapled : 8.5-9 inches; Stapling Capacity : 240 Sheets	2,500		
20	2	roll	TAPE, electrical, 19mm x 16m	114		
21	36	roll	TRASHBAG, XL size, 20s per roll, black	3,960		
22	8	pc	Dehumidifier, Anti-Bacterial, Paraben-Free, 720ml, Scent-Charcoal	3,600		
23	15	pc	Toilet Freshener, 180g, Scented Gel, Lavender	2,970		
24	32	set	Sticky Note Pad, with "Sign Here" Colors : Blue, Green, Yellow, Orange, Pink; Quantity : 25 sheets per colors [Total = 125 Sheets]; and Size : 0.5" x 1.7"	2,880		
Terms and Conditions: 1. Payment shall be made within three (3) working days upon receipt of Bill/Charge Invoice and valid Tax Clearance issued by the BIR. 2. Price shall be inclusive of 12% VAT and delivery charge. 3. Location Delivered: DBM ROVIII, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City. 4. Delivery Period – Ten (10) Calendar Days upon receipt of NOA and PO						
				98,072		

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

Signature over Printed Name of
Authorized Representative: _____

Date: _____

12/12/25

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____