



Project Reference Number : **RFQ No. Goods\_2021-06**  
Location of the Project : **BFP CAR**  
**#36 La Chesa ST., Purok 4, Irisan, Baguio City**  
Standard Form Number : **SF-GOOD-60**  
Revised on : **24-May-18**

### REQUEST FOR QUOTATION

#### Procurement of Office Supplies for the use of the Regional Office CY 2021


Please quote your lowest price on the items/s listed below, subject to the General Conditions below and submit the RFQ in a sealed envelope with label (Sender and Receiver) duly signed by your representative not later than **0900H 26 FEBRUARY 2021**, at the Office of the BAC Secretariat, BFP-CAR Irisan, Baguio City.  
Opening of bid envelopes shall be on **1000H FEBRUARY 26, 2021** at the same address.

**LATE SUBMISSION WILL NOT BE ACCEPTED.**

General Conditions:

1. **DATE OF DELIVERY: See Below**
2. **DELIVERY LOCATION: See Below**
3. **WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF FINAL ACCEPTANCE BY THE PROCURING ENTITY;**
4. **PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND**
5. **THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:**  
(Requirements based on GPPB APPROVED RESOLUTION NO. 30-2017)

- a. **Mayor's/Business permit**
- b. **PhilGEPS Registration Number**

  
**CINSP NESTOR C GORIO, MBA**  
BAC Vice Chairperson

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	<b>TITLE</b>						
1	Correction Tape, disposable, usable, length	100	pcs	P42.50	P4,250.00		
2	Batery AAA	15	pack	P55.00	P825.00		
3	Data Folder Ring, made of chipboard, taglia	30	pcs	P157.50	P4,725.00		
4	Record Book (300pages)	30	pcs	P75.00	P2,250.00		
5	Envelope, Legal Size	10	box	P1,022.50	P10,225.00		
6	Fastener ( Metal) 70mm between prongs	30	box	P82.00	P2,460.00		
7	Marker whiteboard- black	20	pcs	P52.00	P1,040.00		
8	Marker whiteboard- blue	20	pcs	P52.00	P1,040.00		
9	Marker whiteboard- red	5	box	P52.00	P260.00		
10	Marker Permanent- black	20	pcs	P40.50	P810.00		
11	Marker Permanent- blue	20	box	P40.50	P810.00		
12	Marker Permanent- red	5	box	P40.50	P202.50		
13	Notepad, stick on, 2x3, 100 sheets per pad	50	pad	P23.50	P1,175.00		
14	Notepad, stick on, 3x3, 100 sheets per pad	50	pad	P27.00	P1,350.00		
15	Paper clip 33MM, 100pcs per box	15	box	P27.00	P405.00		
16	Paper clip 50MM, 100pcs per box	15	box	P52.00	P780.00		
17	Paper Multicopy, 80gsm, size 210mmx	200	ream	P225.00	P45,000.00		
18	Paper Multicopy, 80gsm, size 216mmx	300	ream	P247.50	P74,250.00		
19	Stamp pad ink, purple or violet, 30ml	5	bottle	P29.50	P147.50		
20	Ink Epson C13T6664100 (T6641) Black	192	bottle	P295.00	P56,640.00		
21	Ink Epson C13T6664400 (T6644) Yellow	60	bottle	P295.00	P17,700.00		
22	Ink Epson C13T6664200 (T6642) Cyan	60	bottle	P295.00	P17,700.00		
23	Ink Epson C13T6664300 (T6643) Magenta	60	bottle	P295.00	P17,700.00		
24	HP Ink (GT51) Black	30	bottle	P372.50	P11,175.00		
25	HP Ink (GT52) Yellow	15	bottle	P342.50	P5,137.50		
26	HP Ink (GT52) Cyan	15	bottle	P342.50	P5,137.50		
27	HP Ink (GT52) Magenta	15	bottle	P342.50	P5,137.50		
28	Paper Shredder, Cutting width: 7mm-9mm (Entry Level)	5	unit	P4,525.00	P22,625.00		
29	External Hard Drive 1 TB	3	unit	P3,450.00	P10,350.00		
30	Magazine File Box, Large Size, Made of Chipboard	30	pcs	P147.50	P4,425.00		
31	Folder Tagboard Legal Size Color Brown 100pcs/pack	5	pack	P475.00	P2,375.00		
32	Staple wire Standard	15	box	P40.50	P607.50		
33	Stapler Standard type, Load Capacity of 200 Staples	20	pcs	P382.50	P7,650.00		
34	Tape Masking, Width 24MM	25	roll	P37.50	P937.50		
35	Tape Masking, Width 48MM	25	roll	P71.00	P1,775.00		
36	Sign Pen Black, liquid Ink, 0.5mm needle tip	90	pcs	P71.00	P6,390.00		
37	Sign Pen Blue, liquid Ink, 0.5mm needle tip	50	pcs	P68.50	P3,425.00		
38	Toilet Tissue Paper, 2 ply	45	pack	P122.50	P5,512.50		
39	Trashbag, GPP specs, black, 940mm x 1016mm, 10pcs	50	pack	P112.00	P5,600.00		
	Delivery Period:	<b>15 days Upon receipt of NTP</b>					
	Delivery Location/Place/Completion:	<b>#36 La Chesa ST., Purok 4, Irisan, Baguio City</b>					
	Mode of Procurement:	<b>SHOPPING B</b>					
<b>GRAND TOTAL</b>					<b>P360,005.00</b>		

TOTAL ABC: THREE HUNDRED SIXTY THOUSAND FIVE PESOS

(Total Amount in Words quotation)

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

Delivery Period \_\_\_\_\_  
Warranty \_\_\_\_\_  
Price Validity \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Name and Signature of Authorize Representative

\_\_\_\_\_  
Company Name/Business name

\_\_\_\_\_  
Tel. No. / Cellphone No./ email address

\_\_\_\_\_  
Date