

**REPUBLIC OF THE PHILIPPINES**  
**CITY GOVERNMENT OF TUGUEGARAO**  
**City Hall, Carig, Tuguegarao City**

**BIDS AND AWARDS COMMITTEE**

---

**REQUEST FOR QUOTATION**

Date: February 9, 2022

The City Government of Tuguegarao will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Revised IRR of RA No. 9184 for **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PEACE AND ORDER (CMO)**:

Approved Budget : Php 620,675.00 (Six Hundred Twenty Thousand Six Hundred Seventy-Five Pesos)

Specifications

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
250	Reams	Bond paper copy long s-24
400	Reams	Bondpaper long s-16
250	Pcs	Folder long glossy
13	Reams	Folder long pressboard 100's
25	Packs	Photo paper
200	Pcs	Expanding envelope
20	Pcs	T5258 Epson ink with photo paper
10	Sets	Continuous ink Epson
15	Pcs	Contonious ink Epson black
4	Pcs	Canon ink C2020 (for glossy printing)
2	Rolls	Laminating fil a4
15	Rolls	Plastic ringbinder ¾
50	Reams	Bondpaper a4 s-24
8	Bots	Duplo ink
		xxxx

Location :  
City Hall, Tuguegarao City, Cagayan

Delivery Date : Ten (10) working days upon receipt of the Notice To Proceed or a Valid Purchase Order.

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, Sworn Statement that the bidder is not blacklisted and is not related to the Head of the Procuring Entity (HOPE), and Price Quotation.

Submission of quotation and eligibility documents should not be later than 10:00 AM of February 14, 2022, at the BAC Office, 4<sup>th</sup> Floor, City Hall, Carig, Tuguegarao City.

For inquiry, you may contact us at tel. no. 304-0624.

Very truly yours,

sgd.  
**JUDE W. SANTOS, DPA/CSEE**  
City General Services Officer

**RFQ-G-2022-015**