

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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: March 19, 2021

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 (BPLO)**:

Approved Budget : Php 178,530.00 (One Hundred Seventy Eight Thousand Five Hundred Thirty Pesos)

Specifications : Annex "A"

Location : City Hall, Carig, Tuguegarao City

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 affidavit that the bidder is not blacklisted and is not related to the Head of the Procuring Entity (HOPE), and Price Quotation (Annex "A").

Submission of quotation and eligibility documents should not be later than 10:00 AM of March 24, 2021, at the BAC Office, 4th 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-2021-039

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (BPLO)

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
46	Reams	Bond paper-long
40	Reams	Bond paper A4
8520	Pcs	Parchment paper (short)
600	Pcs	Green Folder with Plastic Tab
2	Boxes	V10 Grip (Blue)
15	Pcs	Correction Tape
1	Bx	Ballpen (Blue)
50	Pcs	Ballpen Retractable (Black)
1	Pc	Stamp pad
1	Pc	Stamp Pad ink
10	Pcs	Scissors
10	Pcs	Stapler with remover
5	Btls	Ink black 003
5	Btls	Ink magenta 003
5	Btls	Ink yellow 003
5	Btls	Ink cyan 003
3	Cart	Cartridge 680 (tri color)
3	Cart	Cartridge 680 (black)
5	Ltrs	Universal ink 1 liter (black)
5	Ltrs	Universal ink 1 liter (blue)
1	Ltr	Universal ink 1 liter (yellow)
1	Ltr	Universal ink 1 liter (magenta)
2	Cans	Disinfectant spray
3	Gals	Alcohol 70%
10	Bxs	Medical grade mask
1	Pc	Signature stamp
10	Packs	Detergent powder
10	Btls	Dishwashing liquid
2	Gals	Bleach original
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