

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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: March 25, 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 (CEO)**:

Approved Budget : Php 184,108.00 (One Hundred Eighty Four Thousand One Hundred Eight 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 30, 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-2021-046

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (CEO)

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
3	packs	Battery, dry cell, AA, 4pcs. Blister pack
3	packs	Battery, dry cell, AAA, 4pcs. Blister pack
3	cans	Air Freshener, 227g min (Lavender scent)
6	bottles	Alcohol, 70%, scented, 500 ml
20	pcs.	Correction tape, film base type
125	pcs.	Envelope, documentary for legal size document
100	pcs.	Envelope, expanding karft board, legal
8	boxes	Fastener, plastic (50 sets)
150	pcs	Folder, tagboard (legal size)
75	pcs	Folder,Expandable, pressboard
2	bottles	Glue , multi-purpose, 473ml
6	packs	film index tab, self-adhesive (12mmx45m, 25 sheets x 5pcs)(sign here)
3	sets	Marker, flourescent, 3 assorted colors/set
2	pcs.	Marker, permanent, bullet type, black
4	pcs	Mouse (silent wireless optical mouse)
12	pcs	Mousepad
12	pcs.	Notebook, Engineer's field notes
3	pads	Notepad, stick on, 50mm x 76mm (2'x3')
3	pads	Notepad, stick on, 76mm x 76mm (3'x3')
3	pads	Notepad, stick on, 76mm x 100mm (3'x4')
60	reams	Paper,Multi-purpose(Copy) a4, 70gsm, substance 20
75	reams	Paper,Multi-purpose(Copy) Legal, 70gsm, substance 20
2	reams	Paper, Multi-purpose , A3
12	pcs	Sign pen, 1.00mm, black
12	pcs	Sign pen, 1.00mm, blue
12	pcs	Sign pen, black, .7mm needle tip
12	pcs	Sign pen, blue,.7mm needle tip
4	bottles	Stamp pad ink, blue(50ml)
4	pcs	Scissor (heavy duty)
2	pcs	Stapler (heavy duty with staple remover)
1	PC	Pencil Sharpener (single cutterhead-manual)
6	rolls	Tape, masking, width .48mm
6	rolls	Tape,packaging width, .48mm
6	rolls	Tape, transparent, width .48mm
2	packs	toilet tissue paper, 2 ply sheets, 150 pull (12 rolls)
8	pcs.	Flashdrive, 64gb capacity
24	pcs	Ballpen, (gel pen,.7mm)
3	pcs	broom (soft-tambo)
24	pcs	broom (hard-walis tingting), usable length, 760mm
2	pcs.	Cleaner,toilet bowl and urinal, 500ml
1	pouches	Detergent powder, all purpose (5.0kg)
2	cans	Disinfectant spray, 538 gms
2	cans	Furniture Cleaner, 300ml min/can
1	bundles	Rags, all cotton, 32 pcs/kilogram
1	packs	scouring pad, made of synthethic nylon, 140 x 220mm
3	rolls	Trashbag, plastic (large-black)
6	pcs	Bathsoap, 90 gms
1		Muriatic Acid 1 l
2	pouches	fabric conditioner 1 l
2	bottles	diswashing liquid 790 ml
2	pcs	Toilet brush (scoth brite bowl AND RING BRUSH)
2	PCS	Calculator, scientific
2	boxes	Rubber Band
15	pcs	Record Book #85 Veco, Black/Red cover
12	pcs.	Ballpen, 2000
24	boxes	Staple Wire No. 35, 26/6
2	bottles	Toner

6	bottles	Epson T-664 Black
5	bottles	Epson T-664 Cyan
5	bottles	Epson, T-664 Magenta
5	bottles	Epson, T-664, Yellow
6	bottles	Epson, 001 Black
4	bottles	Epson, 001, Cyan
4	bottles	Epson, oo1, Magenta
4	bottles	Epson, 001, Yellow
6	bottles	Epson, 003, Black
5	bottles	Epson, 003, Cyan
5	bottles	Epson, 003, Magenta
5	bottles	Epson, 003, Yellow
2	cartridges	Epson UltraChrome XD2 pigment ink (T40B) Black
2	cartridges	Epson UltraChrome XD2 pigment ink (T40B) Cyan
2	cartridges	Epson UltraChrome XD2 pigment ink (T40B) Magenta
2	cartridges	Epson UltraChrome XD2 pigment ink (T40B) Yellow
20	cartridges	Brother-LC563 Black
7	cartridges	Brother-LC563 Cyan
7	cartridges	Brother-LC563 Magenta
7	cartridges	Brother-LC563 Yellow
4	boxes	Clip, backfold, all metal clamping 25mm/box
4	boxes	Clip, backfold, all metal clamping 32mm/box XXXXX