

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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: September 2, 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 (CITY ASSESSOR'S OFFICE)**:

Approved Budget : Php 163,355.00 (One Hundred Sixty Three Thousand Three Hundred Fifty Five Pesos)

Specifications : Annex "A"

Location : City Hall, Carig, 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 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 September 7, 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-2021-145

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (CITY ASSESSOR'S OFFICE)

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
4	Pcs	.2 technical pen
4	Pcs	.5 technical pen
4	Pcs	.8 technical pen
12	Tubes	Pencil lead (.5)
6	Tubes	Pencil lead (.2)
4	Pcs	Scissors (medium)
300	Reams	Bondpaper (short)
150	Reams	Bondpaper (long)
2	Boxes	Fastener
10	Pads	Yellow pads
100	Pcs	Folder (long)
200	Pcs	Folder (short)
6	Boxes	Hi tech point vs. r1
2	Boxes	Fine ballpen (black/blue)
1	Boxes	Carbon paper
4	Pcs	Staedtler ink
4	Pcs	Protractor large
6	Pcs	Mechanical pencil
8	Pcs	Logbook
50	Pcs	Brown envelope big
2	Boxes	Paper clip (jumbo)
12	Pcs	Staedtler eraser
25	Boxes	Continuous paper 1 ply
2	Boxes	Correctional tape 8M
5	Gals	Alcohol
35	Pcs	Spray
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