

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

**BIDS AND AWARDS COMMITTEE**

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**REQUEST FOR QUOTATION**

Date: August 18, 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 LEGAL OFFICE)**:

Approved Budget : Php 234,580.00 (Two Hundred Thirty Four Thousand Five Hundred Eighty 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 August 23, 2021, 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-2021-139**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES (CITY LEGAL OFFICE)**

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
60	Pcs	EPSON 664 Black
15	Pcs	Epson 664 cyan
15	pcs	Epson 664 magenta
15	Pcs	Epson 664 yellow
60	Pcs	Epson 003 black
15	pcs	Epson 003 cyan
15	Pcs	Epson 003 magenta
15	Pcs	Epson 003 yellow
40	pcs	Brother LC539XL-BK Black
15	Pcs	Brother LC535XL-C Cyan
15	Pcs	Brother LC535XL-M Magenta
15	pcs	Brother LC535XL-Y Yellow
48	Pcs	Signpen 0.5 black
24	Pcs	Signpen .5 blue
12	pcs	Sign pen .5 red
48	Pcs	Sign pen .4 black
24	Pcs	Sign pen .4 blue
12	pcs	Sign pen .4 red
48	Pcs	Sign pen .7 black
10	Boxes	Pencil #2
10	Pcs	Pentel pen broad black
10	Pcs	Pentel pen fine black
10	pcs	Pentel pen fine blue
5	Pcs	Pentel pen fine red
10	Pcs	White board marker black
10	pcs	white board marker blue
5	Pcs	White board marker red
10	Pcs	Highlighter yellow
10	pcs	Highlighter blue
5	Jar	Ballpen 50s black
100	Reams	Bond paper long
80	Reams	Bond paper a4
40	Packs	Laid board paper long 10s white
24	Pad	Yellow pad
20	Pcs	Record book 500s
4	Box	Folder plain long
2	Box	Expanding envelope legal
20	Packs	Tabbing plain
10	Boxes	Fastener (plastic)
10	Boxes	Staple wires
8	Pcs	Scissors big
1	Pcs	Stapler (binding)
2	pcs	Sharpener
1	Pcs	Long arm stapler
20	Pcs	Storage box blue
4	pcs	Glue 250g
60	Pcs	Correction tape ordinary
20	Pcs	Sticky note pad 3"x5" yellow
10	pcs	Masking tape 1"
10	Pcs	Masking tape 2"
5	Pcs	Transparent tape 1"
5	pcs	Transparent tape 2"
1	Pcs	Tape dispenser 1"

1	Pcs	Tape dispenser 2"
4	pcs	Eraser white board
5	Packs	Photopaper 10s
5	Pcs	Sticker paper
6	Pcs	Stamp pad large
6	Pcs	Stamp pad ink
20	pcs	File keeper/data file box
10	Boxes	Binder clips (large)
20	boxes	Binder clips (1 inch x 25mm)
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