

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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: March 13, 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 (CMO)**:

Approved Budget : Php 441,240.00 (Four Hundred Forty One Thousand Two Hundred Forty Pesos)

Specifications : Annex "A"

Location : City Hall, Carig, Tuiguegarao City

Delivery Date : Thirty (30) 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 17, 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 Assistant General Services Officer

RFQ-G-2021-033

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (CMO)

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
5	Pcs	Folder Long
5	Pcs	Folder Short
3	Pcs	Folder (pressboard, plain, legal)
200	Bxs	Bond paper (premium grade long)
200	Bxs	Bond paper (premium grade a4)
20	Pcs	Record book, stock no. 85 500 pages
3	Bxs	Brown envelope (long)
3	Bxs	Brown envelope (short)
10	Bxs	Sign pen, fine line 0.8-200 black
20	Bxs	Sign pen black
10	Bxs	Sign pen blue
10	Bxs	Sign pen (gelpen)
10	Bxs	Ballpen black
1	Bxs	Ballpen red
2	Pcs	Stamp pad ink
10	Bxs	Marker (yellow, blue, orange)
3	Pcs	Yellow pad
10	Pcs	Notebook (6x9)
5	Bxs	Pentel pen
10	Bxs	Fastener (colored plastic)
30	Pcs	Stick note pad (yellow) 3"
30	Pcs	Stick note pad (blue) 3"
30	Pcs	Stick note pad (yellow) 5"
50	Pcs	Correction tape
5	Pcs	Masking tape (24mm, 50mtrs)
5	Pcs	Tape (Transparent, 24mm, 50mtrs)
10	Pcs	Scotch tape (1 inch)
10	Pcs	Scotch tape (2 inch)
10	Pcs	Packing tape
15	Bxs	Paper clip (32mm)
15	Bxs	Paper clip (48mm)
15	Bxs	Paper clip (jumpo)
15	Bxs	Paper clump (small)
15	Bxs	Paper clump (medium)
15	Bxs	Paper clump (large)
5	Bxs	Pencil
5	Pcs	Glue (300 grams min)
10	bxs	Staple wire
25	Pcs	Certificate holder (legal size)
25	Pcs	Certificate holder (short)
25	Pcs	Type writer ribbon (black)
3	Bxs	Rubber band
20	Pcs	Clip board
5	Pcs	Data filer (box)
8	Pcs	Desk organizer (file tray)
20	Packs	Laid board paper (8 ½ brilliant white)
20	Packs	Laid board paper (8 ½ powder blue)
20	Packs	Laid board paper (8 ½ cornfield cream)
20	Packs	Laid board paper (8 ½ natural)
2	Pcs	Extension wire
20	Pad	Parchment paper long
20	Pad	Parchment paper short
1	Bxs	Envelope with print (long)
1	Bxs	Envelope with print (short)
3	Pcs	Stamp pad
8	Bxs	Tabbing
2	Pcs	Tape dispenser
2	Bxs	White envelope

1	Pcs	Sharpener (heavy duty)
1	Pcs	Puncher (heavy duty)
5	Pcs	Scissors 6"
5	Pcs	Stapler with remover (heavy duty)
5	Pcs	External hard drive 1 tb
3	Pcs	Flash drive 32gb
3	Pcs	Flash drive 64gb
15	Packs	Battery (AAA)
30	Packs	Battery (AA)
30	Pcs	Epson ink l110 (Black T6641)
30	Pcs	EPSON INK L110 (CYAN T6642)
30	Pcs	EPSON INK L110 (Magenta T6643)
30	Pcs	Epson ink L1110 (Yellow t6644)
30	Pcs	Epson inl L805 (Black #673)
30	Pcs	Epson ink L805 (Cyan #673)
30	Pcs	Epson Ink L805 (Light Cyan #673)
30	Pcs	Epson ink L805 (Magenta #673)
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