

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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: February 2, 2022

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 FOR ANTI-DRUG CAMPAIGN (CMO)**:

Approved Budget : Php 614,350.00 (Six Hundred Fourteen Thousand Three Hundred Fifty Pesos)

Specifications

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
2	Boxes	Signing pen
50	Pcs	Ballpen
10	Bxs	Pentel pen fine black & blue
2	Pcs	Stapler with remover
4	Bxs	Plastic fastener
10	Rolls	Packing tape 2"
10	Rolls	Scotch tape 2"
20	Pcs	Binding element
100	Pcs	Expanding envelope long
30	Bots	Duplo ink
4	Packs	Plastic acetate
500	Reams	Bondpaper S16 long
50	Reams	Bond paper a4 S-24
100	Pcs	Epson ink black
30	teams	Epson ink cyan
30	Pcs	Epson ink magenta
30	Sets	Epson ink yellow
10	Reams	Epson ink T5258
2	Packs	Canon toner 2020
5	Packs	Heavy duty cutter
200	Packs	Folder long xxx

Location : City Hall, 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 Statement that the bidder is not blacklisted and is not related to the Head of the Procuring Entity (HOPE), and Price Quotation.

Submission of quotation and eligibility documents should not be later than 10:00 AM of February 7, 2022, 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-2022-011