

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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: February 27, 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 FOR PEACE AND ORDER DOCUMENTS (CMO)**:

Approved Budget : Php 260,335.00 (Two Hundred Sixty Thousand Three Hundred Thirty-Five Pesos)

Specifications :

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
20	Pcs	Expanding Envelope
200	Pcs	Brown Envelope
10	Pairs	Scissor
10	Rolls	Scotch tape
10	Boxes	Staple Wire
10	Boxes	Fastener
20	Pcs	Highlighter
20	Pcs	Record Book
5	Packs	Laid Board Long
15	Pcs	Continuous Ink Epson
2	Pcs	Canon Toner C2020
100	Rms	Bond paper S-20 Long
150	Rms	Bond paper S20_ A4
		xxxxx

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 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 March 3, 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-2021-022