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**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 3, 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 REPRODUCTION OF ANTI-DRUG DOCUMENTS (2<sup>ND</sup> QUARTER) CMO:**

Approved Budget : Php568,974.00 (Five Hundred Sixty Eight Thousand Nine Hundred Seventy-Four Pesos)

Specifications :

QTY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION
20	Packs	T5258 ink photopaper
220	Rms	A4 bond paper S-24
10	Sets	Computer ink (black, magenta, yellow, cyan)
4	Boxes	Pentel pen fine
4	Boxes	Pentel pen broad
3	Doz	Signing pen blue and black
2	Boxes	Staple wire
22	Pcs	Binding element ¾
2	Reams	Pre cut plastic acetate a4
350	Reams	Bond paper long s-16
100	Pcs	Brown envelope long
5	Rolls	Scotch tape 1"
3	Pcs	C2020 Toner ink
		xxxx

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 August 6, 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-2021-116**