



REQUEST FOR QUOTATION

Suppliers Name: _____

DEADLINE OF SUBMISSION:

RFQ No.: 22-005
MOP: Shopping b
Contact No.: 09560767069
Contact Person: Welda Liezl Buslig

Sir/Madam:

Please quote at your government price (including VAT) and state the time and date which you can make delivery before the deadline stated. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated. Your quotations shall be subjected to the General conditions stated below.

1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall indicate all taxes, duties and/or levies payable.
3. Bidders must indicate BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected/disqualified.
6. Erasures/corrections made in the RFQ should be counter signed.
7. Documentary requirements shall be attached upon submission of the quotation. (See attached list of requirements per Mode of Procurement)

FELICIANO L. AGSAOAY JR.
BAC Chairperson

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
1	3 seater, heavy duty metal gang chair,black/gray	unit	1		
2	AIR FRESHENER, aerosol type	can	10		
3	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	89		
4	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	51		
5	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	5		
6	Ballpen (ball point), Black	box	7		
7	Ballpen (ball point), Blue	box	8		
8	Ballpen, Black	piece	260		
9	Ballpen, Black, .5mm	piece	20		
10	BATTERY, dry Cell, size AA	pack	11		
11	BATTERY, dry Cell, size AAA	pack	27		
12	BLADE, for general purpose cutter / utility knife	piece	13		
13	BROOM, soft, tambo	piece	15		
14	BROOM, stick, ting-ting	piece	3		
15	Car freshener	piece	1		
16	Car paint/coating wax, atleast 120 ml	bottle	1		
17	Car water mark cleaner, 500 ml	bottle	1		
18	CD-REWRITEABLE DISC, 700mb	piece	20		
19	Certificate Frame, Wood, A4, Landscape	piece	10		
20	Certificate Holder, A4 size	piece	600		
21	CLEANER, toilet and urinal	bottle	26		
22	CLEANSER, scouring powder	can	12		
23	CLEARBOOK, 20 Transparent pockets, A4	piece	2		
24	CLEARBOOK, 20 Transparent pockets, Legal	piece	8		
25	Cork board, w/ frame, 2 x 3 ft.	piece	1		
26	Cork Board, w/ frame, 3 x 4 ft.	piece	1		
27	CUTTER/UTILITY KNIFE, for general purpose	piece	23		

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
28	Data file box, double, close ends	piece	10		
29	DATA FILE BOX, single, close end	piece	172		
30	Data file folder, arc file, horizontal, A4 size (green)	piece	104		
31	Data file folder, arc file, horizontal, for legal size doc	piece	10		
32	DATA FOLDER, Arch File, vertical, Legal Size	piece	46		
33	DATING AND STAMPING MACHINE	piece	3		
34	DESKTOP COMPUTER TABLE, Size: 70cm*45cm*117cm, Color: Black/Walnut	piece	1		
35	DETERGENT BAR, 140g	piece	6		
36	DETERGENT POWDER, all-purpose, 1kg	pack	12		
37	Dishwashing paste/liquid, 500 ml	bottle	2		
38	Duct Tape, 2"	roll	80		
39	DVD-RW, Blank DVD CD, Rewritable disc, 4GB	piece	6		
40	ENVELOPE, DOCUMENTARY, for legal size document, 1000s/box	box	1		
41	ENVELOPE, expanding, kraft, legal, 100s/box	box	9		
42	ENVELOPE, expanding, plastic, .50mm thickness min	piece	188		
43	ERASER, FELT, for blackboard/whiteboard	piece	5		
44	ERASER, plastic/rubber	piece	2		
45	External CD/RW DVD ROM, heavy duty	piece	1		
46	EXTERNAL HARD DRIVE, 1 TB	piece	4		
47	FILE TAB DIVIDER, bristol board, for A4	set	7		
48	FILE TAB DIVIDER, legal	set	8		
49	Foldable Table, L-72.3", W-27.4", H-29", color black/gray, high density poly ethylene, heavy duty	unit	2		
50	FOLDER, pressboard, 100s/box	box	4		
51	FOLDER, with tab, A4, 100s/pack	pack	36		
52	FOLDER, with tab, legal, 100s/pack	pack	10		
53	Foot Rag	piece	6		
54	GLUE, all purpose	jar	25		
55	Grass cutter, 4 stroke powerful engine, OHC, 35.8 cc, 1.3HP, heavy duty	unit	1		
56	Hp Ink, 70 mL (Gt 52) Yellow, Magenta, Cyan, genuine	set	1		
57	Hp Ink, 70 mL (Gt 53) Black, genuine	bottle	3		
58	ID Card Holder Plastic	piece	100		
59	ID Lace	piece	100		
60	INK CART, EPSON C13T664100 (T6641), Black, genuine	cart	26		
61	INK CART, EPSON C13T664200 (T6642), Cyan, genuine	cart	10		
62	INK CART, EPSON C13T664300 (T6643), Magenta, genuine	cart	10		
63	INK CART, EPSON C13T664400 (T6644), Yellow, genuine	cart	10		
64	Ink, Brother, BT5000-Cyan, Genuine	bottle	3		
65	Ink, Brother, BT5000-Magenta, Genuine	bottle	3		
66	Ink, Brother, BT5000-Yellow, Genuine	bottle	3		
67	Ink, Brother, BTD60-Black, Genuine	bottle	5		
68	Ink, Epson, 003, Black, atleast 65 ml, Genuine	bottle	59		
69	Ink, Epson, 003, Cyan, atleast 65 ml, Genuine	bottle	32		
70	Ink, Epson, 003, Magenta, atleast 65 ml, Genuine	bottle	32		
71	Ink, Epson, 003, Yellow, atleast 65 ml, Genuine	bottle	32		
72	INK, for stamp pad	bottle	6		
73	INSECTICIDE, aerosol type	can	23		
74	MAGAZINE FILE BOX, large	piece	8		
75	MARKER, fluorescent, 3s/set	set	41		
76	MARKER, permanent, red, broad	piece	14		
77	MARKER, whiteboard, red	piece	7		
78	Microphone, heavy duty, wired-atleast 10m length	piece	1		
79	MONOBLOC CHAIR, beige, heavy duty	piece	50		
80	MOP BUCKET, heavy duty, hard plastic	unit	3		
81	MOPHANDLE, heavy duty, screw type	piece	2		
82	Mouse pad	piece	1		
83	MOUSE, OPTICAL, USB connection type	unit	8		

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
84	MOUSE, WIRELESS, USB	unit	12		
85	NOTE PAD, stick on, 3" x 3"	pad	47		
86	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	57		
87	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	52		
88	Office Table, 3 drawers, regular size	unit	2		
89	Open Shelves, steel, 5 layers, black, L-100, W-40cm, H-200cm	unit	10		
90	PAPER CLIP, vinyl/plastic coated, 50mm	box	43		
91	Paper Fastener Long 70mm x 8-1/2" long	box	1		
92	Paper Fastener, plastic, assorted color, 70mm, 50set/box	box	1		
93	PAPER SHREDDER, heavy duty	unit	1		
94	Paper, multicopy, 80gsm, A3 size	ream	3		
95	PAPER, multi-purpose, legal, 70gsm	reams	24		
96	PENCIL SHARPENER, manual, single cutter head	piece	1		
97	PENCIL, lead, with eraser	box	31		
98	Perculator (5L Capacity), Heavy Duty	unit	2		
99	PHILIPPINE NATIONAL FLAG, big size, size: 2m x 4m	piece	2		
100	Photo paper, A4 size, 230 gsm, 20 sheets/pack	pack	7		
101	Plastic Card Badge Stand Two sided Display	piece	10		
102	Printer, 3-in-1 function, continuous ink, can scan/photocopy legal size document, ADF	unit	15		
103	Printer, 3-in-1 function, continuous ink, with scanner	unit	11		
104	PUNCHER, paper, heavy duty	piece	3		
105	PVC Acetate, A4 size, 200 microns, transparent	ream	8		
106	PVC ID Card sheet A4 (50set/box)	box	4		
107	RAGS, all cotton	bundle	11		
108	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	22		
109	RING BINDER, plastic, 32mm	bundle	2		
110	RUBBER BAND, No. 18	box	7		
111	RULER, plastic, 450mm	piece	14		
112	Scientific Calculator, heavy duty	Piece	2		
113	SCOURING PAD	pack	3		
114	Sharp AR-6020 toner cartridge	box	1		
115	SIGN PEN, black	piece	206		
116	SIGN PEN, blue	piece	78		
117	SIGN PEN, red	piece	10		
118	SODIUM HYPOCHLORITE, 3.785 liters	gallon	3		
119	Sofa, 4 seater, heavy duty	piece	1		
120	Specialty paper, 180 gsm, 10s/pack	pack	127		
121	Spin Mop Bucket (heavy duty)	piece	4		
122	STAMP PAD, felt	piece	9		
123	STAPLE REMOVER, plier type	piece	9		
124	Staple Wire 23/10	box	1		
125	STAPLE WIRE, heavy duty, binder type, 23/13	box	18		
126	STAPLE WIRE, standard	box	67		
127	STAPLER, heavy duty, binder type	unit	1		
128	STAPLER, standard type, w/ staple wire remover	piece	12		
129	Steel Cabinet, 4 layers, vertical, L-62cm, W-46, H-132cm, heavy duty	unit	3		
130	Sticky Index Tabs (Sign Here Tab), 3 set/pack	pack	15		
131	Sticky Paper, plain white, 10s/pack	pack	5		
132	Surgical Mask, 3 ply, 50s/box	box	44		
133	Swivel chair, executive, w/ adjustable armrest and headrest w/ footrest, high back, heavy duty	piece	1		
134	Swivel Chair, Executive, Junior Size, High Back w/ arm rest, steel based, heavy duty	piece	14		
135	TAPE, electrical	roll	6		
136	TAPE, masking, 24mm	roll	28		
137	TAPE, MASKING, 48mm	roll	21		

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
138	TAPE, packaging, 48mm	roll	27		
139	TAPE, transparent, 24mm	roll	30		
140	TAPE, transparent, 48mm	roll	35		
141	TISSUE, interfolded paper towel	pack	7		
142	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	2		
143	Transparent Gap Storage Cabinet Plastic Drawer for Medicine	unit	1		
144	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	19		
145	Uninterrupted Power Supply(UPS), 1200 W, heavy duty	piece	1		
146	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA, w/ built in AVP	unit	1		
147	Universal Pigment Ink (Bk,C,M,Y)	set	3		
148	Water Dispenser, Hot and Cold, Heavy Duty	unit	1		
149	Wheel barrow, Metal, Heavy duty	piece	1		
150	White Board 2*4 ft	piece	1		
151	Wireless Mouse & Keyboard combo , heavy duty	set	3		
152	Wireless Wifi Adapter, USB, 1200mbps, heavy duty	piece	4		
153	WRAPPING PAPER, kraft	pack	1		
	<i>(see attached sample and specs of the semi-expandable items)</i>				
Purpose	Supplies and Materials for First Quarter 2022 not available at DBM-PS		ABC: 982,307.04	TOTAL:	

Terms & Conditions:

1. Delivery period within 30 calendar days.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
3. DepEd Tabuk City reserves the right to reject any or all offers as may be advantageous to the Office.
4. The award shall be by (by line item, by total bid price) By total bid price.
5. Others: _____

After having carefully read and accepted your General Conditions, I/We quote you on the Item/s at prices noted above

Business/Company Name: _____
 Printed Name & Signature of Dealer/Authorized Rep.: _____
 Business address: _____
 Contact No.: _____
 Email Address: _____