



MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No.:	2024-01-013C
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	January 24, 2024
Office/End User:	FAD-GSS		
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER):			

***PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)**

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all items.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Purchase of Office Supplies for the Operational Use of the DILG Regional Office V for the First Quarter of 2024

**APPROVED BUDGET FOR THE CONTRACT (ABC):
 PHP 276,475.00**

Darlyn D. Ayende
DARLYN D. AYENDE
 BAC CHAIRPERSON

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
1	SIGN PEN, Fine Tip, Black	114	pc	30.00	3,420.00			
2	SIGN PEN, Medium Tip, Black	20	pc	30.00	600.00			
3	SIGN PEN, Extra Fine Tip, Blue	14	pc	30.00	420.00			
4	SIGN PEN, Fine Tip, Blue	197	pc	30.00	5,910.00			
5	SIGN PEN, Medium Tip, Blue	13	pc	30.00	390.00			
6	SIGN PEN, Fine Tip, Red	71	pc	30.00	2,130.00			
7	SIGN PEN, Medium Tip, Red	4	pc	30.00	120.00			
8	BATTERY, dry cell, size AA	44	pack	50.00	2,200.00			
9	BATTERY, dry cell, size AAA	27	pack	60.00	1,620.00			
10	INK, for stamp pad	24	bottle	45.00	1,080.00			
11	CARBON FILM, Legal size	1	box	300.00	300.00			
12	GLUE, all-purpose	11	jar	100.00	1,100.00			
13	STAPLE WIRE, heavy duty (binder type), 23/13	1	box	40.00	40.00			
14	STAPLE WIRE, standard	48	box	35.00	1,680.00			
15	TAPE, electrical	6	roll	30.00	180.00			
16	TAPE, masking, 24mm	27	roll	80.00	2,160.00			
17	TAPE, masking, 48 mm	22	roll	140.00	3,080.00			
18	TAPE, packaging, 48 mm	30	roll	45.00	1,350.00			
19	TAPE, transparent, 24mm	98	roll	25.00	2,450.00			

	TAPE, transparent, 48 mm	30	roll	40.00	1,200.00	
21	TWINE, plastic	3	roll	100.00	300.00	
22	RULER, flexible, plastic, 450mm	12	pc	35.00	420.00	
23	CALCULATOR, Compact	13	unit	300.00	3,900.00	
24	CLIP, backfold, 19mm	27	box	25.00	675.00	
25	CLIP, backfold, 25mm	42	box	35.00	1,470.00	
26	CLIP, backfold, 32mm	27	box	45.00	1,215.00	
27	CLIP, backfold, 50mm	27	box	80.00	2,160.00	
28	CORRECTION TAPE	50	pc	40.00	2,000.00	
29	CUTTER/UTILITY KNIFE, for general purpose	7	pc	50.00	350.00	
30	DATA FILE BOX	54	pc	100.00	5,400.00	
31	DATER STAMP	15	pc	500.00	7,500.00	
32	ENVELOPE, Expanding, Kraft	2	box	1,500.00	3,000.00	
33	ENVELOPE, Mailing	1	box	500.00	500.00	
34	ENVELOPE, Mailing, with window	2	box	1,100.00	2,200.00	
35	FASTENER	8	box	100.00	800.00	
36	FOLDER, Fancy with slide, legal	1	bundle	400.00	400.00	
37	FOLDER, L-type, A4	10	pack	150.00	1,500.00	
38	FOLDER, L-type, Legal	2	pack	250.00	500.00	
39	FOLDER, pressboard	6	pack	1,000.00	6,000.00	
40	FOLDER with tab, A4	2	pack	400.00	800.00	
41	FOLDER with tab, Legal	3	pack	450.00	1,350.00	
42	MAGAZINE FILE BOX, Large	35	pc	150.00	5,250.00	
43	MARKER, Flourescent	12	pc	60.00	720.00	
44	MARKER, Permanent, Black	36	pc	25.00	900.00	
45	MARKER, Permanent, Blue	32	pc	25.00	800.00	
46	MARKER, Permanent, Red	20	pc	25.00	500.00	
47	MARKER, Whiteboard, Black	35	pc	20.00	700.00	
48	MARKER, Whiteboard, Blue	35	pc	20.00	700.00	
49	MARKER, Whiteboard, Red	20	pc	20.00	400.00	
50	PAPER CLIP, vinly/plastic coated, 33mm	71	box	20.00	1,420.00	
51	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	70	box	30.00	2,100.00	
52	PENCIL, lead/graphite, with eraser	4	box	60.00	240.00	
53	PUNCHER, paper, heavy duty	5	pc	200.00	1,000.00	
54	RUBBER BAND No. 18	10	box	200.00	2,000.00	

55	STAMP PAD, felt	12	pc	60.00	720.00	
56	SCISSORS, symmetrical/asymmetrical	22	pc	60.00	1,320.00	
57	STAPLER, standard type	15	pc	150.00	2,250.00	
58	STAPLER, heavy duty (binder)	1	Unit	1,000.00	1,000.00	
59	STAPLE REMOVER, plier-type	8	pc	60.00	480.00	
60	TAPE DISPENSER, table top	8	pc	100.00	800.00	
61	NOTEPAD, stick-on, 50mm x 76mm	78	pad	50.00	3,900.00	
62	NOTEPAD, stick-on, 76mm x 100mm	47	pad	75.00	3,525.00	
63	NOTEPAD, stick-on, 76mm x 76mm	120	pad	65.00	7,800.00	
64	PAPER, MULTICOPY A4	141	ream	200.00	28,200.00	
65	PAPER, MULTICOPY LEGAL	72	ream	220.00	15,840.00	
66	PAPER, MULTIPURPOSE A4	133	ream	180.00	23,940.00	
67	PAPER, MULTIPURPOSE LEGAL	122	ream	200.00	24,400.00	
68	PAPER, parchment	5	box	200.00	1,000.00	
69	RECORD BOOK, 300 PAGES	19	book	85.00	1,615.00	
70	RECORD BOOK, 500 PAGES	25	book	120.00	3,000.00	
71	BALLPEN, 0.5"	320	pc	7.00	2,240.00	
72	STICKER PAPER, A4	47	pack	50.00	2,350.00	
73	DOUBLE SIDED TAPE	5	roll	50.00	250.00	
74	PHOTO PAPER	5	pack	90.00	450.00	
75	CERTIFICATE HOLDER	25	pc	50.00	1,250.00	
76	DISHWASHING LIQUID	3	bottle	65.00	195.00	
77	PLASTIC FASTENER	21	box	100.00	2,100.00	
78	STEEL FILING CABINET	2	pc	6,000.00	12,000.00	
79	VELLUM BOARD PAPER	100	pack	50.00	5,000.00	
80	EXTENSION CORD	10	pc	300.00	3,000.00	
81	GLUE STICK (PASTE)	1	pc	50.00	50.00	
82	STICKER PAPER, GLOSSY, 14 SIZE, 10PCS/PACK	2	pack	600.00	1,200.00	
83	PHOTO PAPER, GLOSSY, A4 SIZE, 200GSM 10PCS/PACK	2	pack	200.00	400.00	
84	SIGN HERE STICKY TAB	123	pack	20.00	2,460.00	
85	RULER, 12 INCHES, METAL	8	pc	250.00	2,000.00	
86	PAPER CUTTER, WOOD, LEGAL SIZE/A4	1	unit	1,000.00	1,000.00	
87	BOARD PAPER, A4 SIZE, 200 GSM, PALE CREAM	3	ream	350.00	1,050.00	
88	STAPLER WIRE, METAL, NO. 35 (26/6)	1	box	35.00	35.00	
89	YELLOW PAD	2	pad	80.00	160.00	

90	FASTENER, METAL, NON SHARP EDGES	5	pc	60.00	300.00		
91	FOLDER, NON-EXPANDING, LEGAL SIZE, BLUE	1	box	800.00	800.00		
92	FOLDER, EXPANDABLE	1	box	1,000.00	1,000.00		
93	TRANSPARENT ENVELOPE, LEGAL SIZE	5	pc	90.00	450.00		
94	TRANSPARENT ENVELOPE, A4 SIZE	5	pc	60.00	300.00		
95	WIRED MOUSE	9	pc	750.00	6,750.00		
96	BROWN ENVELOPE SHORT	15	pc	10.00	150.00		
97	BROWN ENVELOPE LONG	15	pc	10.00	150.00		
98	STICKY NOTE PAD, 5mm X 7.5mm	10	pad	25.00	250.00		
99	EXTENSION WIRE	5	pc	255.00	1,275.00		
100	STAINLESS STEEL RULER 24 INCHES	3	pc	450.00	1,350.00		
101	GREEN FOLDER (LONG)	10	pc	80.00	800.00		
102	STAINLESS STEEL RULER 40 INCHES	2	pc	375.00	750.00		
103	SHORT FOLDER	10	pc	80.00	800.00		
104	STABILO (ASSORTED COLOR)	6	pc	70.00	420.00		
105	UNIVERSAL TOWER EXTENSION CORD 8 GANG WITH SWITCH	3	pc	750.00	2,250.00		
106	MIMEOGRAPHING PAPER (GROUNDWOVE SHORT SIZE)	3	ream	150.00	450.00		
107	SPECIALTY PAPER (LEGAL SIZE)	5	pack	200.00	1,000.00		
108	SPECIALTY PAPER (LETTER SIZE)	25	pack	60.00	1,500.00		
109	INDEX CARD, 5X8 CROSSWISE	30	pack	50.00	1,500.00		
110	INDEX CARD BOX	12	pc	200.00	2,400.00		
111	HIGHLIGHTER, GREEN	10	pc	35.00	350.00		
112	NUMBERING STAMP MACHINE, 8 DIGITS	1	pc	1,800.00	1,800.00		
113	NUMBERING STAMP MACHINE, 10 DIGITS	1	pc	1,800.00	1,800.00		
114	NUMBERING STAMP MACHINE INK, RED	6	pc	50.00	300.00		

276,475.00

**GRAND TOTAL
PER LOT:**

Warranty

Price Validity

After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel. No./Cellphone No.