

**REQUEST FOR QUOTATION
SHP 51-23**

The **Municipality of Guagua**, through its Bid and Awards Committee (BAC), invites Licensed Suppliers/ Manufacturers/ Distributors/ Trading/ Retailers to bid/submit price quotations for the project: **Procurement of Office Supplies to be used in this Municipality** in accordance with the Alternative Methods of Procurement, Section 52. Shopping of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of Office Supplies to be used in this Municipality**

Location: Municipality of Guagua, Plaza Burgos, Guagua, Pampanga

Brief Description: Procurement of various office supplies

Approved Budget for the Contract: PhP 181,247.50

Contract Duration: 7 calendar days

Submission of quotation documents is on or before **September 18, 2023 at 9:00 AM** at the address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit its company's valid and current Mayor's or Business Permit.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ilona G. Bansil** at telephone no. (045) 900-2391 or email at lgugua.bac@gmail.com

Very truly yours,

(Sgd.)

Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Total Amount
Alcohol	27	Gals		
Adding Machine Tape	60	Pcs		
Adding Machine Ribbon	24	Pcs		
Ballpen, Black (flexstick or equivalent)	52	Bxs		
Ballpen, Blue	6	Bxs		
Ballpen, Red	4	Bxs		
Ballpen Black (panda or equivalent)	10	Bxs		
Ballpen Blue (panda or equivalent)	5	Bxs		
Ballpen Black (kapcat or equivalent)	8	Bxs		
Ballpen 50's Black(HBW or equivalent)	7	Tubs		
Ballpen 50's Blue (HBW or equivalent)	1	Tub		
Ballpen 50's Red (HBW or equivalent)	2	Tubs		
Ballpen 12's Black (HBW 2000 or equivalent)	14	Bxs		
Ballpen 12's Blue (HBW 2000 or equivalent)	1	Bx		
Ballpen 12's Red (HBW 2000 or equivalent)	1	Bx		
Ballpen Black (Pilot or equivalent)	7	Bxs		
Battery AA	53	Pcks		
Battery AAA	48	Pcks		
Pad Paper, Ruled	64	Pads		
Rubber Band No. 18	16	Bxs		
Sign Pen Blue	24	Pcs		
Scientific Calculator	7	Pcs		
Calculator	17	Pcs		
Certificate Holder Plastic A4	10	Pcs		
Correction Tape	313	Pcs		
Cutter Big	10	Pcs		
Clip Board	2	Pcs		
Dater	1	Pc		
Eraser(staedler or equivalent)	17	Pcs		
Board Eraser	1	Pc		
White Glue	28	Jar		
Metal Fastener	39	Bxs		
Plastic Fastener	10	Bxs		
Fillers	10	Pcs		
Folder A4	270	Pcs		
Folder Long	1600	Pcs		
Folder Long w/ color (purple)	20	Pcs		
Plastic Folder Jacket Long	50	Pcs		
Fluorescent Marker	17	Sets		
Permanent Marker Red	123	Pcs		
Permanent Marker Black	215	Pcs		
Whiteboard Marker Black	55	Pcs		
Magazine File Single	18	Pcs		
Magazine File Double	13	Pcs		
Notebook	10	Pcs		
File Box w/ Cover (Big)	17	Pcs		
Desk tray 3 layers	3	Pcs		
Puncher	12	Pcs		
Paper Clip Small	36	Bxs		
Paper Clip Big	49	Bxs		
Manila Paper 2's	10	Pcks		

Pencil (Mongol or equivalent)	28	Bxs		
Pushpin	3	Bxs		
Paste w/ Applicator	2	Pcs		
Paper Cutter	3	Pcs		
Photo paper, Glossy	4	Pcks		
Plastic Cover	1	Roll		
Record Book 300's	20	Pcs		
Ruler 12"	39	Pcs		
Rubber band small 350gn no. 16	10	Bxs		
Signpen My-Gel, Black	40	Bxs		
Signpen, Energel	2	Bxs		
Signpen, tech 0.4	2	Bxs		
Scissors	25	Pcs		
Stapler Small	2	Pcs		
Stapler HD	6	Pcs		
Stapler w/ Remover	11	Pcs		
Staple Wire Small	6	Bxs		
Staple Wire #35	80	Bxs		
Staple Wire (HD-3LS-15mm)	20	Bxs		
Specialty Paper Long	26	Pcks		
Specialty Paper A4	54	Pcks		
Specialty Paper Long 200gsm	10	Pcks		
Sticky Note 1x2	5	Pads		
Sticky Note 2x3	30	Pads		
Sticky Note 3x4	5	Pads		
Sticker Paper (Matte)	43	Pcks		
Sticker Paper (Transparent)	5	Pcks		
Stamp Pad Felt	32	Pcs		
Stamp Pad Felt Small	15	Pcs		
Stamp Pad Ink (Purple)	31	Btls		
Sharpener	6	Pcs		
Tape, Scotch 1	154	Rolls		
Tape, Scotch 2	3	Rolls		
Tape, Masking 1	31	Rolls		
Tape, Masking 2	13	Rolls		
Tape, Packaging	10	Rolls		
Tape, Double Sided 1	2	Rolls		
Tape Dispenser	9	Pcs		
Expanding Plastic Envelope Long	75	Pcs		
Plastic Envelope Long	10	Pcs		
Clear Book Folder	50	Pcs		
Sticky Notes(Sign Here)	16	Pads		
Whiteboard 24x18 inches	2	Pcs		
Book End Stopper Metal	4	Pcs		
Corkboard (50x70cm)	1	Pc		
Corkboard (60x80cm)	6	Pcs		

TOTAL:

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Bidder
or Representative

Date

TECHNICAL SPECIFICATIONS

Item	Specification			Statement of Compliance
	Description	Quantity	Unit	
1	Alcohol	27	Gals	
2	Adding Machine Tape	60	Pcs	
3	Adding Machine Ribbon	24	Pcs	
4	Ballpen, Black (flexstick or equivalent)	52	Bxs	
5	Ballpen, Blue	6	Bxs	
6	Ballpen, Red	4	Bxs	
7	Ballpen Black (panda or equivalent)	10	Bxs	
8	Ballpen Blue (panda or equivalent)	5	Bxs	
9	Ballpen Black (kapcat or equivalent)	8	Bxs	
10	Ballpen 50's Black(HBW or equivalent)	7	Tubs	
11	Ballpen 50's Blue (HBW or equivalent)	1	Tub	
12	Ballpen 50's Red (HBW or equivalent)	2	Tubs	
13	Ballpen 12's Black (HBW 2000 or equivalent)	14	Bxs	
14	Ballpen 12's Blue (HBW 2000 or equivalent)	1	Bx	
15	Ballpen 12's Red (HBW 2000 or equivalent)	1	Bx	
16	Ballpen Black (Pilot or equivalent)	7	Bxs	
17	Battery AA	53	Pcks	
18	Battery AAA	48	Pcks	
19	Pad Paper, Ruled	64	Pads	
20	Rubber Band No. 18	16	Bxs	
21	Sign Pen Blue	24	Pcs	
22	Scientific Calculator	7	Pcs	
23	Calculator	17	Pcs	
24	Certificate Holder Plastic A4	10	Pcs	
25	Correction Tape	313	Pcs	
26	Cutter Big	10	Pcs	
27	Clip Board	2	Pcs	
28	Dater	1	Pc	
29	Eraser(staedler or equivalent)	17	Pcs	
30	Board Eraser	1	Pc	
31	White Glue	28	Jar	
32	Metal Fastener	39	Bxs	
33	Plastic Fastener	10	Bxs	
34	Fillers	10	Pcs	
35	Folder A4	270	Pcs	
36	Folder Long	1600	Pcs	
37	Folder Long w/ color (purple)	20	Pcs	
38	Plastic Folder Jacket Long	50	Pcs	
39	Fluorescent Marker	17	Sets	
40	Permanent Marker Red	123	Pcs	
41	Permanent Marker Black	215	Pcs	
42	Whiteboard Marker Black	55	Pcs	
43	Magazine File Single	18	Pcs	
44	Magazine File Double	13	Pcs	
45	Notebook	10	Pcs	
46	File Box w/ Cover (Big)	17	Pcs	
47	Desk tray 3 layers	3	Pcs	
48	Puncher	12	Pcs	
49	Paper Clip Small	36	Bxs	
50	Paper Clip Big	49	Bxs	

51	Manila Paper 2's	10	Pcks	
52	Pencil (Mongol or equivalent)	28	Bxs	
53	Pushpin	3	Bxs	
54	Paste w/ Applicator	2	Pcs	
55	Paper Cutter	3	Pcs	
56	Photo paper, Glossy	4	Pcks	
57	Plastic Cover	1	Roll	
58	Record Book 300's	20	Pcs	
59	Ruler 12"	39	Pcs	
60	Rubber band small 350gn no. 16	10	Bxs	
61	Signpen My-Gel, Black	40	Bxs	
62	Signpen, Energel	2	Bxs	
63	Signpen, tech 0.4	2	Bxs	
64	Scissors	25	Pcs	
65	Stapler Small	2	Pcs	
66	Stapler HD	6	Pcs	
67	Stapler w/ Remover	11	Pcs	
68	Staple Wire Small	6	Bxs	
69	Staple Wire #35	80	Bxs	
70	Staple Wire (HD-3LS-15mm)	20	Bxs	
71	Specialty Paper Long	26	Pcks	
72	Specialty Paper A4	54	Pcks	
73	Specialty Paper Long 200gsm	10	Pcks	
74	Sticky Note 1x2	5	Pads	
75	Sticky Note 2x3	30	Pads	
76	Sticky Note 3x4	5	Pads	
77	Sticker Paper (Matte)	43	Pcks	
78	Sticker Paper (Transparent)	5	Pcks	
79	Stamp Pad Felt	32	Pcs	
80	Stamp Pad Felt Small	15	Pcs	
81	Stamp Pad Ink (Purple)	31	Btls	
82	Sharpener	6	Pcs	
83	Tape, Scotch 1	154	Rolls	
84	Tape, Scotch 2	3	Rolls	
85	Tape, Masking 1	31	Rolls	
86	Tape, Masking 2	13	Rolls	
87	Tape, Packaging	10	Rolls	
88	Tape, Double Sided 1	2	Rolls	
89	Tape Dispenser	9	Pcs	
90	Expanding Plastic Envelope Long	75	Pcs	
91	Plastic Envelope Long	10	Pcs	
92	Clear Book Folder	50	Pcs	
93	Sticky Notes(Sign Here)	16	Pads	
94	Whiteboard 24x18 inches	2	Pcs	
95	Book End Stopper Metal	4	Pcs	
96	Corkboard (50x70cm)	1	Pc	
97	Corkboard (60x80cm)	6	Pcs	

Note: Bidders must state either "Comply" or Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification", stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Bidder
or Representative

Date

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

The Chairperson
Bids and Awards Committee
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, *Procurement of Office Supplies to be used in this Municipality (SHP 51-23).*

Description	Quantity	Unit	Unit Price	Total
Alcohol	27	Gals		
Adding Machine Tape	60	Pcs		
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Corkboard (60x80cm)	6	Pcs		
GRAND TOTAL:				

Very truly yours,

Name of Company

Contact Number

Name/Signature of Representative

Date