

**REQUEST FOR QUOTATION
SHP 61-23**

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 and computer supplies to be used at COMELEC Office for the upcoming October 30, 2023 Barangay and Sangguniang Kabataan Elections** 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 and computer supplies to be used at COMELEC Office for the upcoming October 30, 2023 Barangay and Sangguniang Kabataan Elections**

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

Brief Description: Procurement of various office and computer supplies

Approved Budget for the Contract: PhP 102,567.00

Contract Duration: 7 calendar days

Submission of quotation documents is on or before **October 16, 2023 at 9:00 AM** at the same 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 **I Iona G. Bansil** at telephone no. (045) 900-2391.

Very truly yours,

(Sgd.)

Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Line Item 1

Description	Quantity	Unit	Unit Price	Total Amount
Storage box 120L Black	5	pcs		
Storage box 60L Black	4	pcs		
Bond paper A4	50	rms		
Bond paper long	70	rms		
Fingertip 40gsm	5	pcs		
Binder clip big	30	bxs		
Binder clip small	30	bxs		
Folder long	1,200	pcs		
Brown envelope long	300	pcs		
Stapler big	3	pcs		
Staple wire # 35	10	bxs		
Sign pen Black	5	bxs		
Sign pen Blue	5	bxs		
Ballpen black	10	bxs		
Ballpen blue	5	bxs		
Pencil	6	bxs		
Paper clip big	5	bxs		
Paper clip small	5	bxs		
Record book 500's	5	pcs		
Record book 300's	5	pcs		
Rubber band big	5	bxs		
Rubber band small	5	bxs		
Expanding envelope long	250	pcs		
Correction tape	50	pcs		
Scotch tape 1"	15	pcs		
Tape dispenser	2	pcs		
Puncher big	3	pcs		
Stamp pad felt	6	pcs.		
Stamp pad ink	6	btls		
Fastener metal	10	bxs		
Paper cutter A4 10x12	1	pc.		
Fluorescent marker light green	3	sets		
Calculator	3	pcs		
LINE ITEM 1 – TOTAL:				

Line Item 2

Description	Quantity	Unit	Unit Price	Total Amount
Epson Printer L-5290 with scanner	1	unit		
Epson L-6190 Ink Yellow, Magenta, Cyan	15	btls		
Epson L-6190 Ink Black	12	btls		
Epson Ink 664 Yellow, Cyan, Magenta	15	btls		
Epson Ink 664 Black	12	btls		
Maintenance Box Epson L-6190	5	pcs		
LINE ITEM 2 – 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			
	Line Item 1				
	<table border="1"> <thead> <tr> <th data-bbox="277 359 776 443">Description</th> <th data-bbox="776 359 922 443">Quantity</th> <th data-bbox="922 359 1057 443">Unit</th> </tr> </thead> </table>	Description	Quantity	Unit	
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1	Storage box 120L Black	5 pcs			
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3	Bond paper A4	50 rms			
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9	Brown envelope long	300 pcs			
10	Stapler big	3 pcs			
11	Staple wire # 35	10 bxs			
12	Sign pen Black	5 bxs			
13	Sign pen Blue	5 bxs			
14	Ballpen black	10 bxs			
15	Ballpen blue	5 bxs			
16	Pencil	6 bxs			
17	Paper clip big	5 bxs			
18	Paper clip small	5 bxs			
19	Record book 500's	5 pcs			
20	Record book 300's	5 pcs			
21	Rubber band big	5 bxs			
22	Rubber band small	5 bxs			
23	Expanding envelope long	250 pcs			
24	Correction tape	50 pcs			
25	Scotch tape 1"	15 pcs			
26	Tape dispenser	2 pcs			
27	Puncher big	3 pcs			
28	Stamp pad felt	6 p			
29	Stamp pad ink	6 btls			
30	Fastener metal	10 bxs			
31	Paper cutter A4 10x12	1 pc.			
32	Fluorescent marker light green	3 sets			
33	Calculator	3 pcs			

	Line Item 2			
34	Epson Printer L-5290 with scanner	1	unit	
35	Epson L-6190 Ink Yellow, Magenta, Cyan	15	btls	
36	Epson L-6190 Ink Black	12	btls	
37	Epson Ink 664 Yellow, Cyan, Magenta	15	BtIs	
38	Epson Ink 664 Black	12	btls	
39	Maintenance Box Epson L-6190	5	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 and computer supplies to be used at COMELEC Office for the upcoming October 30, 2023 Barangay and Sangguniang Kabataan Elections (SHP 61-23).*

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Line Item 2 – Total				

Very truly yours,

Name of Company

Contact Number

Name/Signature of Representative

Date