

**REQUEST FOR QUOTATION
SHP 08-24**

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 different offices 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 different offices in this Municipality**

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

Brief Description: Procurement of various office supplies

Approved Budget for the Contract: PhP 192,254.00

Contract Duration: 5 working days

Submission of quotation documents is on or before **March 05, 2024 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 Ms. 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
PAPER RULED PAD (YELLOW)	37	PAD		
PAPER RULED PAD (WHITE)	7	PAD		
ADDING MACHINE RIBBON	20	PCS		
BALLPEN, BLACK (FLEXSTICK)	66	BXS		
BALLPEN BLUE	5	BXS		
BALLPEN RED	10	BXS		
BALLPEN PREFERABLY HBW 50'S (BLACK)	9	TUBE		
BALLPEN PREFERABLY HBW 50'S (BLUE)	3	TUBE		
BALLPEN PREFERABLY HBW 50'S (RED)	1	TUBE		
BALLPEN PREFERABLY HBW 2000 12'S (BLACK)	14	BXS		
BALLPEN PREFERABLY PILOT (BLACK)	15	BXS		
BALLPEN PREFERABLY PILOT (RED)	3	BXS		
BALLPEN PREFERABLY PILOT (BLUE)	1	BXS		
BALLPEN BLACKPREFERABLY KAPCAT	10	BXS		
BALLPEN PREFERABLY PILOT (RETRACTABLE)	2	BXS		
BATTERY AA 4'S	69	PCKS		
BATTERY AAA 4'S	22	PCKS		
MARKER FLOURESCENT	58	SET		
BINDER CLIP 1	31	BXS		
BINDER CLIP 1 ¼	15	BXS		
BINDER CLIP 2	30	BXS		
MARKER WHITEBOARD	6	BXS		
CORRECTION FLUID	3	PCS		
CORRECTION TAPE	426	PCS		
CUTTER BIG	17	PCS		
DAILY TIME RECORD	30	PADS		
PERMANENT MARKER (BLUE)	6	BXS		
PERMANENT MARKER (BLUE)	2	PCS		
PERMANENT MARKER (RED)	5	BXS		
PERMANENT MARKER (RED)	6	PCS		
GLUEPREFERABLY ELMER'S	19	JARS		
FASTENER METAL	55	BXS		
FASTENER PLASTIC	12	BXS		
PENCIL PREFERABLY MONGOL	31	BXS		
PENCIL PREFERABLY MONGOL	5	PCS		
FOLDER LONG	27	BNDL		
INDEX CARD 1/2	1,000	PCS		
PUNCHER	9	PCS		
PAPER CLIP SMALL	46	BXS		
PAPER CLIP BIG	58	BXS		
PUSHPIN	2	BXS		
PASTE WITH APPLICATOR	4	JARS		
PAPER CUTTER 15X12	2	PCS		
PHOTOPAPER GLOSSY	9	PCKS		
PERMANENT MARKER (BLACK)	19	BXS		
RECORD BOOK 300'S	10	PCS		
RECORD BOOK 500'S	110	PCS		
RECORD BOOK TABLET SIZE 500'S	10	PCS		

RULER 12"	16	PCS		
MAGAZINE FILE SINGLE	22	PCS		
RUBBERBAND SMALL 350GM NO. 16	14	BXS		
RUBBERBAND BIG	24	BXS		
SIGNPEN BLACK PREFERABLY MY GEL	50	BXS		
SIGNPEN (BLUE)	6	BXS		
SIGNPEN (RED)	6	BXS		
SIGNPEN (GREEN)	5	BXS		
SIGNPEN PREFERABLY ENERGEL	5	BXS		
PENCIL MECHANICAL	10	PCS		
STAPLER SMALL (HD 10)	2	PCS		
STAPLER HD 6.5 INCHES	13	PCS		
STAPLER WITH REMOVER	28	PCS		
STAPLE WIRE SMALL #10	2	BXS		
STAPLEWIRE #35	82	BXS		
SPECIALTY PAPER LONG	49	PCKS		
SPECIALTY PAPER A4 180GSM	5	PCKS		
STICKY NOTE (PREFERABLY POST IT) 1x2	10	PADS		
STICKY NOTE (PREFERABLYPOST IT) 2X3	28	PADS		
STICKY NOTE (PREFERABLYPOST IT) 3X3	134	PADS		
STICKER PAPER (MATTE) PREFERABLYJOY	205	PCKS		
STICKER PAPER PREFERABLY (GLOSSY) JOY	20	PCKS		
STAMP PAD FELT	22	PCS		
STAMP PAD FELT SMALL	15	PCS		
STAMP PAD INK (PURPLE)	31	BTLS		
STAMP PAD INK (BLACK)	3	BTLS		
PENCIL LEAD	2	TUB		
TAPE SCOTCH 1	254	ROLLS		
TAPE SCOTCH 2	2	ROLLS		
TAPE MASKING 1	60	ROLLS		
TAPE MASKING 2	3	ROLLS		
TAPE PACKAGING	12	ROLLS		
TAPE DISPENSER	12	PCS		
TYPEWRITER RIBBON	36	PCS		
THUMBTACKS	5	BXS		
ACETATE FILM LONG	1	PC		
STICKY NOTE (SIGN HERE)	22	PADS		

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	PAPER RULED PAD (YELLOW)	37	PAD	
2	PAPER RULED PAD (WHITE)	7	PAD	
3	ADDING MACHINE RIBBON	20	PCS	
4	BALLPEN, BLACK (FLEXSTICK)	66	BXS	
5	BALLPEN BLUE	5	BXS	
6	BALLPEN RED	10	BXS	
7	BALLPEN PREFERABLY HBW 50'S (BLACK)	9	TUBE	
8	BALLPEN PREFERABLY HBW 50'S (BLUE)	3	TUBE	
9	BALLPEN PREFERABLY HBW 50'S (RED)	1	TUBE	
10	BALLPEN PREFERABLY HBW 2000 12'S (BLACK)	14	BXS	
11	BALLPEN PREFERABLY PILOT (BLACK)	15	BXS	
12	BALLPEN PREFERABLY PILOT (RED)	3	BXS	
13	BALLPEN PREFERABLY PILOT (BLUE)	1	BXS	
14	BALLPEN BLACKPREFERABLY KAPCAT	10	BXS	
15	BALLPEN PREFERABLY PILOT (RETRACTABLE)	2	BXS	
16	BATTERY AA 4'S	69	PCKS	
17	BATTERY AAA 4'S	22	PCKS	
18	MARKER FLOURESCENT	58	SET	
19	BINDER CLIP 1	31	BXS	
20	BINDER CLIP 1 ¼	15	BXS	
21	BINDER CLIP 2	30	BXS	
22	MARKER WHITEBOARD	6	BXS	
23	CORRECTION FLUID	3	PCS	
24	CORRECTION TAPE	426	PCS	
25	CUTTER BIG	17	PCS	
26	DAILY TIME RECORD	30	PADS	
27	PERMANENT MARKER (BLUE)	6	BXS	
28	PERMANENT MARKER (BLUE)	2	PCS	
29	PERMANENT MARKER (RED)	5	BXS	
30	PERMANENT MARKER (RED)	6	PCS	
31	GLUEPREFERABLY ELMER'S	19	JARS	
32	FASTENER METAL	55	BXS	
33	FASTENER PLASTIC	12	BXS	
34	PENCIL PREFERABLY MONGOL	31	BXS	
35	PENCIL PREFERABLY MONGOL	5	PCS	
36	FOLDER LONG	27	BNDL	
37	INDEX CARD 1/2	1,000	PCS	
38	PUNCHER	9	PCS	
39	PAPER CLIP SMALL	46	BXS	
40	PAPER CLIP BIG	58	BXS	
41	PUSHPIN	2	BXS	
42	PASTE WITH APPLICATOR	4	JARS	
43	PAPER CUTTER 15X12	2	PCS	
44	PHOTOPAPER GLOSSY	9	PCKS	
45	PERMANENT MARKER (BLACK)	19	BXS	

46	RECORD BOOK 300'S	10	PCS	
47	RECORD BOOK 500'S	110	PCS	
48	RECORD BOOK TABLET SIZE 500'S	10	PCS	
49	RULER 12"	16	PCS	
50	MAGAZINE FILE SINGLE	22	PCS	
51	RUBBERBAND SMALL 350GM NO. 16	14	BXS	
52	RUBBERBAND BIG	24	BXS	
53	SIGNPEN BLACK PREFERABLY MY GEL	50	BXS	
54	SIGNPEN (BLUE)	6	BXS	
55	SIGNPEN (RED)	6	BXS	
56	SIGNPEN (GREEN)	5	BXS	
57	SIGNPEN PREFERABLY ENERGEL	5	BXS	
58	PENCIL MECHANICAL	10	PCS	
59	STAPLER SMALL (HD 10)	2	PCS	
60	STAPLER HD 6.5 INCHES	13	PCS	
61	STAPLER WITH REMOVER	28	PCS	
62	STAPLE WIRE SMALL #10	2	BXS	
63	STAPLEWIRE #35	82	BXS	
64	SPECIALTY PAPER LONG	49	PCKS	
65	SPECIALTY PAPER A4 180GSM	5	PCKS	
66	STICKY NOTE (PREFERABLY POST IT) 1x2	10	PADS	
67	STICKY NOTE (PREFERABLYPOST IT) 2X3	28	PADS	
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69	STICKER PAPER (MATTE) PREFERABLYJOY	205	PCKS	
70	STICKER PAPER PREFERABLY (GLOSSY) JOY	20	PCKS	
71	STAMP PAD FELT	22	PCS	
72	STAMP PAD FELT SMALL	15	PCS	
73	STAMP PAD INK (PURPLE)	31	BTLS	
74	STAMP PAD INK (BLACK)	3	BTLS	
75	PENCIL LEAD	2	TUB	
76	TAPE SCOTCH 1	254	ROLLS	
77	TAPE SCOTCH 2	2	ROLLS	
78	TAPE MASKING 1	60	ROLLS	
79	TAPE MASKING 2	3	ROLLS	
80	TAPE PACKAGING	12	ROLLS	
81	TAPE DISPENSER	12	PCS	
82	TYPEWRITER RIBBON	36	PCS	
83	THUMB TACKS	5	BXS	
84	ACETATE FILM LONG	1	PC	
85	STICKY NOTE (SIGN HERE)	22	PADS	

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 different offices in this Municipality (SHP 08-24).

Description	Quantity	Unit	Unit Price	Total Amount
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TYPEWRITER RIBBON	36	PCS		
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STICKY NOTE (SIGN HERE)	22	PADS		

TOTAL:

Very truly yours,

Name of Company

Contact Number

Name/Signature of Representative

Date