



Republic of the Philippines  
Province of Bataan  
**CITY OF BALANGA**

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

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**REQUEST FOR QUOTATION**

*(SMALL VALUE PROCUREMENT)*

**RFQ 2022-35**

The City Government of Balanga, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to submit Proposals specific for the project below:

Control / PR #: 100-22-03-0272  
Title: Supply and Delivery of Computer Ink and IT Supplies for City Government of Balanga, Bataan  
Approved Budget for the Contract: ₱ 529,325.00  
Contract Period: 7 calendar days  
Publication Date: March 8 to 13, 2022  
Deadline for Submission of Proposals: March 14, 2022 at 3:00 P.M.  
Opening of Proposals: March 14, 2022 at 4:00 P.M.

Procurement will be conducted through Small Value Procurement, an alternative method of procurement specified and prescribed under Rule XVI (Alternative Methods of Procurement), Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 (RA 9184), otherwise known as Government Reform Procurement Act.

Interested suppliers are required to submit the following requirements: (1) valid Mayor's/Business Permit; (2) PhilGEPS Registration Number; (3) Income/Business Tax Return; (4) Omnibus Sworn Statement; (5) Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; and (6) Price Quotation. All documents must be submitted in a sealed envelope showing the control number and title of the project being quoted and must be submitted directly to the BAC Secretariat at the City Planning and Development Office. Also, proposal sent through facsimile will not be honored.

The City Government of Balanga reserves the right to reject any or all the bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer to the City Government of Balanga, for and in behalf of the project. The City Government of Balanga assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid nor does it guarantee that an award will be made.

For further information, please refer to:

**VANESSA M. AGUILAR**

BAC Secretariat  
Balanga City Hall, Brgy. Poblacion,  
City of Balanga, Bataan  
Tel. No. (047) 237-9692 / 237-0704 / 237-0697  
bac.cob2020@gmail.com

Approved by:

**ENGR. MARILEN Z. ALONZO**  
Chairman, Bids and Awards Committee



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*Please quote your lowest government price and brand name/model for the following items specified below:*

Item No.	Qty.	Unit	Description	Brand Name / Model Offered (if applicable)	Unit Cost	Total Cost
1	9	cart.	HP K510a #703 (black)			
2	6	cart.	HP K510a #703 (tri-color)			
3	3	pcs	Kyocera TK - 5234 black			
4	2	pcs	Kyocera TK - 5234 cyan			
5	2	pcs	Kyocera TK - 5234 magenta			
6	2	pcs	Kyocera TK - 5234 yellow			
7	3	pcs	Samsung MLT-D111S TONER			
8	2	pcs	Samsung 101S Toner			
9	4	pcs	Epson LX 310			
10	4	pcs	HP Toner 85A			
11	125	btls	EPSON T6641 Black			
12	60	btls	EPSON T6642 Cyan			
13	62	btls	EPSON T6644 Yellow			
14	62	btls	EPSON T6643 Magenta			
15	4	pcs	EPSON FX2175 ribbon cartridge			
16	10	pcs	Blank CD/R with case			
17	10	pcs	DVD-RW ( Generic ) with case			
18	53	pcs	Mouse Pad			
19	8	pcs	Keyboard (USB)			
20	3	pcs	USB Flash drive 16gb			



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21	18	pcs	USB Flash drive 32gb			
22	21	pcs	USB Flash drive 64GB			
23	19	pcs	Optical Mouse A4TEch USB			
24	13	pcs	External Harddisk 1TB			
25	3	units	UPS APC 650 A BACK - Ups			
26	5	piece	USB Flash drive 128GB			
27	9	piece	Maintenance box for Epson L6170/L6190			
28	2	piece	Logitech Spotlight Presentation Remote 30mm			
29	1	piece	Canon NPG 68 toner, black			
30	21	pcs	wireless mouse			
31	1	pcs	rechargeable presenter (clicker)			
32	2	piece	4Pocket USB HUB (A4 Tech)			
33	17	piece	Headset			
34	151	piece	Epson ink, black #03			
35	69	piece	Epson ink, yellow #03			
36	69	piece	Epson ink, magenta #03			
37	69	piece	Epson ink, cyan #03			
38	3	piece	Webcam			
39	3	piece	Brother BTD60BK black			
40	3	piece	Brother BT5000C Cyan			
41	3	piece	Brother BT5000M Magenta			
42	3	piece	Brother BT5000Y Yellow			
43	2	btls	Epson computer ink 008 black			
44	2	btls	Epson computer ink 008 yellow			
45	2	btls	Epson computer ink 008 magenta			
46	2	btls	Epson computer ink 008 cyan			
47	10	piece	Epson M-1120 black ink #005s			
48	3	piece	SanDisk Extreme Pro 170MB/s Read 90mb/swrite 64GB			
49	1	piece	TP-link Dual Band Wireless Range Extender			



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50	5	piece	Laptop bag			
51	40	piece	Epson 005S Black			
<i>Delivery Period within seven (7) calendar days from receipt of P.O.</i>						

*I have the honor to offer my prices for each on the above articles as indicated.*

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Supplier's Representative: \_\_\_\_\_

Signature / Date: \_\_\_\_\_