



Republic of the Philippines
Province of Bataan
CITY OF BALANGA

OFFICE OF THE BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT)

RFQ 2022-45

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 #: 100-22-03-0324
Title: Supply and Delivery of Various Office Supplies (2nd quarter) of City Government of Balanga, Bataan
Approved Budget for the Contract: P 395,961.50
Contract Period: 7 calendar days
Publication Date: March 11 to 16, 2022
Deadline for Submission of Proposals: March 17, 2022 at 3:00 P.M.
Opening of Proposals: March 17, 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	17	pcs	Official Record book 500 pages (8.5x11) white & blue cover			
2	124	pcs	Record Book 500 pages			
3	98	pcs	Record Book 300 pages			
4	33	pcs	Record Book 200 pages			
5	8	bxs	White Mailing Envelope (Long),500's			
6	4	bxs	White Mailing Envelope (Long, glossy),500's			
7	50	bxs	White Mailing Envelope (short), 500's			
8	264	pcs	Folder with plastic cover (long)			
9	52	pcs	Folder with plastic cover (short)			
10	10	pcs	Folder long hard orange			
11	203	pcs	Expanded Folder (Long) green			
12	45	pcs	Expanded Folder (Long) red			
13	45	pcs	Expanded Folder (Long) orange			
14	80	pcs	Expanded Folder (Long) yellow			
15	45	pcs	Expanded Folder (Long) blue			
16	45	pcs	Expanded Folder (Long) violet			
17	35	pcs	Expanded Folder (Long) brown			
18	370	pcs	Hard envelope (Brown-long)			
19	127	pcs	Hard envelope (Brown-short)			
20	740	pcs	Brown Envelope (long)			



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21	424	pcs	Brown Envelope (short)			
22	213	pcs	Expanding envelope (long) green			
23	365	pcs	Expanding envelope (long,hard)brown			
24	5	pcs	Expanding envelope (short,hard)brown			
25	27	pads	Yellow paper			
26	13	pcs	Columnar notebook (6 columns)			
27	15	pcs	Columnar notebook (4 columns)			
28	90	pcs	Columnar notebook (3 columns)			
29	20	pcs	Columnar 24 columns			
30	71	pcs	Post it note 3 x 3			
31	66	pcs	Post it note 3 x 4			
32	6	packs	Plastic self-adhesive sticky note label page Index Tab			
33	10	packs	Sticky note tape flag (0.6x2)			
34	21	pcs	Notebook (small) 5 X 7			
35	5	roll	Adding machine paper			
36	1	tube	Tracing paper 20x30			
37	20	packs	Sticker paper, A4 Transparent 20's			
38	5	pcs	Illustration board 1 whole			
39	4	pcs	Engineer's Field book			
40	13	pcs	Cartolina white			
41	3	pcs	Cartolina light blue			
42	3	pcs	Cartolina yellow			
43	10	pcs	Cartolina black			
44	5	box	Coin envelop soft 8½ 500's			
45	4	roll	Thermal paper 57x50mm			
46	2100	pcs	Ball Pen (Black)			
47	145	pcs	Ball Pen (Red)			
48	186	pcs	Ball Pen (Blue),			
49	30	pcs	Ball Pen (green)			



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49	75	pcs	Ballpoint Pen Fine, black			
50	25	pcs	Ballpoint Pen Fine, red			
51	20	pcs	Ballpoint Pen Fine, blue			
52	53	pcs	G-Tec C4 signpen, black			
53	272	pcs	Gel Pen, black. 0.5			
54	25	pcs	Gel Pen, blue. 0.5			
55	13	pcs	Gel Pen, red. 0.5			
56	2	pcs	Gel Pen, green 0.5			
57	156	pcs	Gel Pen, black. 0.7			
58	15	pcs	Gel Pen, blue, 0.7			
59	35	piece	Gel Pen, black 1.0			
60	28	bxs	Gel pen refill (blk), 12's			
61	1	bxs	Gel pen refill (red), 12's			
62	3	bxs	G-Tec C4 signpen, black (Refill)			
63	79	pcs	White Board Marker (Black)			
64	28	pcs	White board marker (Red)			
65	18	pcs	White board marker (Blue)			
66	336	pcs	Pencil, #2			
67	3	tube	Lead Pencil 0.5			
68	170	pcs	Permanent Marker Fine (Black)			
69	33	pcs	Permanent Marker Fine (Red)			
70	26	pcs	Permanent Marker Fine (Blue)			
71	47	pcs	Permanent Marker Broad (Black)			
72	5	pcs	Permanent Marker Broad (Blue)			
73	75	pcs	Ballpoint Pen Fine, black			
74	5	pcs	Permanent Marker Broad (red)			
75	56	pcs	Sign Pen (0.5) blue, V-5			
76	137	pcs	Sign Pen (0.5) black, V-5			
77	10	pcs	Sign Pen (0.5) red, V-5			



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78	6	pcs	Sign Pen (0.5) green, V-5			
79	12	pcs	Sign Pen, V-7, violet			
80	12	pcs	Sign Pen, V-7, green			
81	52	pcs	Sign Pen black, V-7			
82	47	pcs	Highlighter pen (yellow)			
83	25	pcs	Highlighter pen (orange)			
84	35	pcs	Highlighter pen (green)			
85	12	pcs	Highlighter pen (blue)			
86	28	pcs	Highlighter pen (pink)			
87	15	btls	Correction Fluid			
88	22	pcs	Correction Pen 9ml			
89	493	pcs	Correction tape 5mm x 8m			
90	15	btls	Pentel Pen Ink (Black) 30ml			
91	2	btls	Pentel Pen Ink (red) 30ml			
92	2	piece	Pentel pen ink blue 30ml			
93	12	btls	White Board Marker Black Refill ink			
94	1	set	Flash ink stamp (blue & black)			
95	5	bottle	Facsimile refill ink black			
96	2	btls	Stamper ink black 10ml			
97	40	rolls	Double adhesive tape 1" (foam type)			
98	22	rolls	Double adhesive tape 2"			
99	24	"rolls	Scotch tape ½			
100	191	rolls	Scotch Tape No. 50m x 1"			
101	39	rolls	Scotch Tape No. 50m x 2"			
102	33	rolls	Packaging tape 50m x 2"			
103	34	rolls	Masking Tape 50m x 1"			
104	27	rolls	Masking Tape 50m x 2"			
105	73	bxs	Fastener (Plastic)			
106	18	bxs	Fastener long (Plastic)			



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107	2	box	Fastener long (metal)			
108	170	bxs	Staple Wire No. 35			
109	46	pcs	Pencil Eraser (big)			
110	4	piece	Battery C			
111	187	pcs	Battery AA			
112	210	pcs	Battery AAA			
113	10	pcs	Battery D			
114	6	pcs	Ruler (plastic) 12"			
115	21	pcs	Stamp pad size: 2 7/8" x 4 3/8"			
116	22	btls	Stamp Pad Ink 30ml purple			
117	16	btls	Stamp Pad Ink 30ml black			
118	2	btls	Stamp Pad Ink 30ml green			
119	2	btls	Stamp Pad Ink 30ml blue			
120	2	btls	Stamp Pad Ink 30ml red			
121	9	pcs	Typewriter ribbon			
122	22	btls	White Glue 120gms			
123	14	pcs	White Glue 40ml			
124	84	bxs	Paper Clip (big)			
125	57	bxs	Paper Clip (small)			
126	42	bxs	Rubber band (small)			
127	25	bxs	Rubber band (big)			
128	27	bxs	Push Pins 30's			
129	6	pcs	Paste 200gms			
130	25	pcs	Finger tip moistener			
131	2	roll	Plastic cover #5 thk			
132	105	pcs	Binder clips 3/4"			
133	404	pcs	Binder clips 1"			
134	444	pcs	Binder clips 2"			
135	5	piece	Metal paper clamp 1 1/2"			



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136	5	piece	Metal paper clamp 1¼"			
137	5	bxs	Guntucker JT-21 wire			
138	14	pcs	Clear book (long) blue			
139	5	pack	Clear book filler long			
140	11	pcs	Ring binder 3/4			
141	11	pcs	Ring Binder 1/2			
142	5	piece	Plastic comb binding ring 45mm, flat			
143	20	pcs	bolts & nuts chicago bolts 1/2			
144	20	pcs	bolts & nuts chicago bolts 3/16			
145	20	pcs	bolts & nuts chicago bolts 1			
146	20	pcs	bolts & nuts chicago bolts 3/4			
147	50	pcs	Bolts and nuts 3"			
148	150	piece	Bolts and nuts 4"			
149	5	packs	PVC cover (long), 10's			
150	5	packs	PVC cover (Short), 10's			
151	85	piece	CMOS battery CR2032, 20x3.2mm			
152	4	pc	Dater (Large)			
153	7	pc	Dater (Small)			
154	1	piece	Received stamp			
155	10	pcs	Certificate holder			
156	81	pcs	Binder (blue) two-holes, at least 3" width, legal size			
157	36	pcs	Stapler with wire remover #35			
158	7	pcs	Stapler #10			
159	60	pcs	Scissor (heavy duty) 8"			
160	12	pcs	In and Out Tray Triple Metal			
161	34	pcs	Paper Puncher big			
162	3	piece	Puncher 1 hole			
163	2	piece	3-in-1 Puncher			
164	7	pcs	Pencil Sharpener Heavy Duty Metal casing			



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165	6	tubes	Cutter Blade (big)			
166	17	pcs	Cutter Big Heavy Duty			
167	14	pcs	Tape Dispenser big 1"			
168	9	pc	Calculator 12 digit (WS1210)			
169	15	pcs	Calculator 16 digit (GX16)			
170	4	piece	Paper cutter 12"x15"			
171	4	unit	Paper shredder Cross cut 17L			
172	1	piece	Stapler Heavy Duty Binder Type			

Delivery Period within seven (7) calendar days from receipt of P.O.

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: _____