



Republic of the Philippines
Province of Bataan
CITY OF BALANGA

OFFICE OF THE BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

(SMALL VALUE PROCUREMENT)

RFQ 2022-68

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 #: 100-22-04-0490
Title: Supply and Delivery of Multi-copy Paper (2nd) for City Government of Balanga, Bataan
Approved Budget for the Contract: ₱ 184,580.00
Contract Period: 7 calendar days
Publication Date: May 7 to 12, 2022
Deadline for Submission of Proposals: May 13, 2022 at 3:00 P.M.
Opening of Proposals: May 13, 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	238	reams	Bond Paper, Subs. 20, legal size			
2	145	reams	Bond Paper, Subs. 20, letter size			
3	77	reams	A4 Paper, 210mmx297mm, 80gsm			
4	10	reams	A3 Paper			
5	243	reams	Copy paper, 8 ½" x13, legal size, 80gsm			
6	166	reams	Copy paper, 8 ½" x11, letter size, 80gsm			
7	3	reams	Copy paper, legal size, (yellow)			
<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: _____