



Republic of the Philippines
Province of Bataan
CITY OF BALANGA

OFFICE OF THE BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

(SMALL VALUE PROCUREMENT)

RFQ 2022-103

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 #: 100-22-06-0899
Title: Supply and Delivery of Various Office Supplies (3rd quarter) for City Government of Balanga, Bataan
Approved Budget for the Contract: ₱ 222,940.00
Contract Period: 15 calendar days
Publication Date: June 25 to 30, 2022
Deadline for Submission of Proposals: July 1, 2022 at 3:00 P.M.
Opening of Proposals: July 1, 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	5	pcs	Official Record book 500 pages (8.5x11) white & blue cover			
2	2	bxs	White Mailing Envelope (Long),500's			
3	3	bxs	White Mailing Envelope (Long, glossy),500's			
4	900	pcs	Folder (Long)			
5	320	pcs	Folder (short)			
6	192	pcs	Folder with plastic cover (long)			
7	91	pcs	Expanded Folder (Long) green			
8	18	pcs	Expanded Folder (Long) yellow			
9	175	pcs	Hard envelope (Brown-long)			
10	35	pcs	Hard envelope (Brown-short)			
11	255	pcs	Brown Envelope (long)			
12	150	pcs	Brown Envelope (short)			
13	39	pcs	Plastic envelope Long			
14	40	pcs	Expanding envelope (long) green			
15	125	pcs	Expanding envelope (long,hard)brown			
16	5	pcs	Expanding envelope (short,hard)brown			
17	2	bxs	Carbon Paper (long) blue			
18	2	bxs	Carbon Paper (long) black			
19	1	pcs	Columnar notebook (6 columns)			
20	49	pcs	Magazine Box (black, long)			
21	90	pcs	Magazine box double black long			



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22	300	packs	Special Paper Flesh (short) 90gsm			
23	28	packs	Special Paper Flesh (long) 90gsm			
24	4	packs	Special Paper white (short) 90gsm			
25	4	packs	Special Paper white (long) 90gsm			
26	300	packs	Special Paper yellow dark (short) 90gsm			
27	60	packs	Special Board flesh (10's) short (200 gsm)			
28	38	packs	Special Board flesh (10's) long (200 gsm)			
29	5	packs	Special Board blue(10's) short (200 gsm)			
30	5	packs	Special Board blue (10's) long (200 gsm)			
31	62	pcs	Post it note 3 x 4			
32	5	packs	Sticky note tape flag (0.6x2)			
33	6	pcs	Notebook (small) 5 X 7			
34	2	piece	Notebook 8.50 x 11			
35	4	piece	Index card box holder 5x8			
36	1	tube	Tracing paper 20x30			
37	3	pcs	Cartolina white			
38	3	pcs	Cartolina light blue			
39	3	pcs	Cartolina yellow			
40	1405	pcs	Ball Pen (Black)			
41	74	pcs	Ball Pen (Red)			
42	38	pcs	Ball Pen (Blue),			
43	20	pcs	Ball Pen (green)			
44	55	pcs	Ballpoint Pen Fine, black,			
45	29	pcs	G-Tec C4 signpen, black			
46	282	pcs	Gel Pen, black. 0.5			
47	8	pcs	Gel Pen, red. 0.5			
48	2	pcs	Gel Pen, green 0.5			
49	117	pcs	Gel Pen, black. 0.7			
50	10	pcs	Gel Pen, blue, 0.7			



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51	14	bxs	Gel pen refill (blk), 12's			
52	1	bxs	Gel pen refill (red), 12's			
53	38	pcs	White Board Marker (Black)			
54	4	pcs	White board marker (Red)			
55	269	pcs	Pencil, #2			
56	12	pcs	Sign Pen, V-7, violet			
57	12	pcs	Sign Pen, V-7, green			
58	23	pcs	Sign Pen black, V-7			
59	14	pcs	Highlighter pen (yellow)			
60	15	pcs	Highlighter pen (orange)			
61	18	pcs	Highlighter pen (green)			
62	7	pcs	Highlighter pen (blue)			
63	15	pcs	Highlighter pen (pink)			
64	10	btls	Correction Fluid			
65	4	btls	Pentel Pen Ink (Black) 30ml			
66	2	piece	Pentel pen ink blue 30ml			
67	1	bottle	Flash ink stamp (blue & black)			
68	5	bottle	Facsimile refill ink black			
69	23	rolls	Double adhesive tape 1" (foam type)			
70	5	rolls	Double adhesive tape 2"			
71	32	rolls	Masking tape 1"			
72	15	"rolls	Scotch tape ½			
73	135	rolls	Scotch Tape No. 50m x 1"			
74	17	rolls	Packaging tape 50m x 2"			
75	31	bxs	Fastener (Plastic)			
76	100	bxs	Staple Wire No. 35			
77	3	box	Staple wire for E-100 23/10 (3/8")			
78	4	piece	Battery C			
79	10	pcs	Battery D			



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80	9	pcs	Typewriter ribbon			
81	18	btls	White Glue 125 ml			
82	6	pcs	White Glue 40g			
83	58	bxes	Paper Clip (big)			
84	5	bxes	Rubber band (small)			
85	15	bxes	Push Pins 30's			
86	8	pcs	Finger tip moistener			
87	3	pcs	Metal Ruler 12"			
88	1	yards	Plastic cover #5			
89	6	bxes	Guntucker T-50 wire			
90	10	pack	Clear book filler long			
91	250	pcs	Bolts and nuts 2½"			
92	100	piece	Bolts and nuts 4"			
93	100	piece	Bolts and nuts 4½"			
94	100	piece	Bolts and nuts 5"			
95	4	pcs	Ring binder 3/4			
96	4	pcs	Ring Binder 1/2			
97	5	piece	Plastic comb binding ring 45mm, flat			
98	10	pcs	bolts & nuts chicago bolts 1/2			
99	10	pcs	bolts & nuts chicago bolts 3/16			
100	10	pcs	bolts & nuts chicago bolts 3/4			
101	5	packs	PVC cover (long), 10's			
102	5	packs	PVC cover (Short), 10's			
103	1	box	PVC cover (long) 300mic			
104	1	piece	Pen holder, color: black			
105	5	piece	Magic tape, blister pack, 12mmx25m			
106	10	pcs	Stapler with wire remover #35			
107	4	pcs	Cutter Big Heavy Duty			
108	2	pc	Guntucker T-50			



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109	4	pc	Dater (Large)			
110	10	pcs	Certificate holder			
111	37	pcs	Binder (blue) two-holes, at least 3" width, legal size			
112	20	piece	Binder for tax declaration (Tela) 2" thickness w/bolts & nuts, blue			
113	15	piece	Binder for tax declaration (Tela) 2" thickness w/bolts & nuts, yellow			
114	25	piece	Binder for tax declaration (Tela) 2" thickness w/bolts & nuts, green			
115	10	piece	Binder for tax declaration (Tela) 2" thickness w/bolts & nuts, red			
116	10	piece	Binder for tax declaration (Tela) 2" thickness w/bolts & nuts, maroon			
117	15	piece	Binder for tax declaration (Tela) 2" thickness w/bolts & nuts, pink			
118	5	piece	FAAS Binder (Tela) 2" thickness w/bolts & nuts, blue			
119	2	piece	Metal paper clamp 2"			
120	2	piece	Metal paper clamp 1½"			
121	2	piece	Metal paper clamp 1¼"			
122	2	piece	Metal paper clamp 1"			
123	2	piece	Metal paper clamp ¾"			
124	2	roll	Thermal paper 57x50mm			
125	4	pair	Book ends, big, black			
126	5	piece	Acrylic frame (display stand A6)			
127	1	piece	White board 3'x4'			
128	1	piece	Cork board 3'x4'			
Delivery Period within _____ (__) 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: _____



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