



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 2022-191**

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 #: 100-22-09-1344  
Title: Supply and Delivery of Multi-copy paper for City Government of Balanga, Bataan  
Approved Budget for the Contract: P 251,220.00  
Contract Period: 15 calendar days  
Publication Date: September 15 to 20, 2022  
Deadline for Submission of Proposals: September 21, 2022 at 3:00 P.M.  
Opening of Proposals: September 21, 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 Library 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	462	reams	Bond Paper, 70gsm, Legal 216mm x 330mm			
2	496	reams	Bond Paper, 70gsm, Letter 216mm x 279mm			
3	305	reams	Copy paper, 80gsm, Letter 216mm x 279mm			
4	2	reams	Copy paper, legal 216mm, 330mm (yellow)			
<b>Delivery Period within _____ ( ) calendar days from receipt of P.O.</b>						

*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: \_\_\_\_\_