

**REPUBLIC OF THE PHILIPPINES**  
**Province of Nueva Ecija**  
**MUNICIPALITY OF GABALDON**

**REQUEST FOR QUOTATION**

The LGU – GABALDON through its BIDS AND AWARDS COMMITTEE (BAC), will undertake a Small Value Procurement for the “Purchase of Office Supplies and Consumables use in different office of the LGU” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **Purchase of Office Supplies and Consumables use in different office of the LGU**

Location : **Gabalton Nueva Ecija**

Specification : **Purchase of Office Supplies and Consumables use in different office of the LGU**

|  |       |    |
|--|-------|----|
| Alcohol, Greencross                        | gal   | 2  |
| Ball Pen Black, Flexstick                  | box   | 1  |
| Ball Pen, Pilot                            | boxes | 3  |
| Binding Machine                            | unit  | 1  |
| Bleach                                     | gal   | 2  |
| Bond Paper, Long, Office Pro, 80gsm        | reams | 4  |
| Bond Paper, Short, Office Pro, 80gsm       | reams | 4  |
| Bond Paper, Long, Ixora, 70gsm             | reams | 5  |
| Bond Paper, Short, Ixora, 70gsm            | reams | 5  |
| Bond Paper, Short, Copy laser, 70gsm       | reams | 25 |
| Brown Envelop, Long                        | pcs   | 30 |
| Brown Envelop, Short                       | pcs   | 30 |
| Business Envelop #10                       | box   | 1  |
| Calculator, Casio                          | pcs   | 2  |
| Calculator, Casio MX120B                   | pcs   | 5  |
| Carbon paper                               | box   | 1  |
| CDRW                                       | pcs   | 6  |
| Clipboard                                  | pcs   | 3  |
| Correction Pen                             | pcs   | 5  |
| Correction Tape                            | pcs   | 15 |
| Cutter                                     | pcs   | 7  |
| Cuyi Pigment Ink                           | sets  | 2  |
| Detergent Bar                              | pcs   | 10 |
| Detergent Powder                           | kgs   | 8  |
| Dipper                                     | pcs   | 10 |
| Dishwashing Paste (Big)                    | pcs   | 4  |
| Doormat                                    | pcs   | 5  |
| Dry Seal                                   | pc    | 1  |
| Dust pan, non-rigid plastic                | pcs   | 4  |
| Epson Ink, 664, Black                      | bots  | 9  |
| Epson Ink, 664, Cyan                       | bots  | 4  |
| Epson Ink, 664, Magenta                    | bots  | 4  |
| Epson Ink, 664, Yellow                     | bots  | 4  |
| Facemask                                   | boxes | 25 |
| Fastener, Metal                            | box   | 1  |
| Fastener, Paper                            | boxes | 2  |
| Folder white, Long                         | pcs   | 50 |
| Folder white, Short                        | pcs   | 30 |
| Heavy Duty Working Gloves Cotton/Poly with | pairs | 15 |
| Orange Latex Rubber Palm                   |       |    |
| 4 Layer Plastic Organizer                  | pcs   | 3  |
| Laminating Film, Long                      | reams | 3  |

|                                    |       |    |
|------------------------------------|-------|----|
| Mop                                | pcs   | 2  |
| Pails                              | pcs   | 3  |
| Packaging Tape                     | pcs   | 2  |
| Paper Clip, Big                    | boxes | 4  |
| Paper Clip, Big                    | boxes | 2  |
| Paper Clip, Small                  | boxes | 17 |
| Paper Cutter Wooden base           | pc    | 1  |
| Paste, Big                         | pcs   | 2  |
| Photo paper                        | pack  | 1  |
| Puncher                            | pc    | 1  |
| Record Book, 300                   | pcs   | 3  |
| Record Book, 500                   | pcs   | 5  |
| Record Book, 500                   | pcs   | 3  |
| Stamp pad                          | pc    | 1  |
| Scissor                            | pcs   | 2  |
| Scissor                            | pcs   | 3  |
| Sign Pen, V5                       | pcs   | 10 |
| Sign Pen, V7 (Pilot)               | box   | 1  |
| Sign Pen, Pilot (black, blue, red) | boxes | 3  |
| Scotch Tape                        | pcs   | 5  |
| Scotch Tape                        | pcs   | 3  |
| Soft broom                         | pcs   | 4  |
| Stapler #35                        | pcs   | 6  |
| Staple wire                        | box   | 1  |
| Staple wire #35 (copper wire)      | boxes | 5  |
| Staple wire, #35                   | boxes | 5  |
| Tape Dispenser                     | pcs   | 2  |
| Tissue                             | pcs   | 12 |
| Tornado Mop                        | pc    | 1  |
| TV 32"                             | unit  | 1  |
| USB 16gb                           | pcs   | 2  |
| White Board with stand             | pc    | 1  |
| Worx Paper, Long                   | packs | 5  |
| Yellow Pad                         | pads  | 5  |

Approved Budget : **One Hundred Eight Thousand Four Hundred Sixty Seven Pesos and 83/100 Only ( Php 108,467.83 )**

Delivery Date : **thirty (30) days upon approval of Notice to Proceed**

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Number, and price quotation (Annex "A").

Submission of quotation and eligibility documents is on or before **10:00 a.m of June 21, 2022**, at the Office of Bids and Award Committee through its secretariat of Gabaldon Nueva Ecija. Manual submission is applied.

For inquiry, you may contact us cellphone number 0917 – 116 – 6811.

Very truly yours,

  
**CELESTINO G. MANGULABNAN**  
 BAC Chairman