

**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 use in various 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 use in various office of the LGU**

Location : **Gabalton Nueva Ecija**

Specification :

Alcohol	gallon	1
Alcohol, 500ml	pcs	6
Ballpen, black	bxs	3
Ballpen, black, Faber Castle	box	1
Ballpen, black	box	3
Ballpen, black	bxs	2
Ballpen, blue	box	1
Ballpen, red	box	1
Battery, dry cell, AA, 15 volts, alkaline x2, Eveready	pcs	8
Binder clip, small	bxs	5
Board paper, long cream color	packs	10
Board paper, long light color	packs	5
Bond Paper, A3	reams	4
Bond Paper, Sub 16, legal	reams	10
Bond Paper, Sub 16, letter	reams	10
Bond Paper, Sub 20, A4	reams	5
Bond Paper, Sub 20, legal	bxs	3
Bond Paper, Sub 20, letter	bxs	3
Bond Paper, Sub 20, letter	reams	45
Bond Paper, Sub 20, long	reams	48
Bond paper, sub 20, long	reams	10
Broom, soft (tamb0)	pc	1
Brown envelope, long	pcs	50
Brown envelope, long	pcs	25
Brown envelope, short	pcs	25
Calculator, 12 digit, Casio	pcs	5
Calculator, 12 digit, Casio	pcs	2
Carbon, blue	bxs	2
Cork board, 3x4	pc	1
Correction tape	pcs	2
Correction tape	pcs	30
Cutter, big	pcs	2
Data file box, black	pcs	8
Desk tray, 3 layers	pcs	3
Dishwashing liquid, Joy	btls	2
Doble sided tape	pcs	2
Envelope, documentary for A4 size, brown	pcs	30
Envelope, documentary for legal size, brown	pcs	80
Envelope, Expanded	pcs	15
Epson Continuous ink, 003, black	pcs	2
Epson Continuous ink, 003, cyan	pc	1
Epson Continuous ink, 003, magenta	pc	1
Epson Continuous ink, 003, yellow	pc	1
Epson Continuous ink, 664, black	pcs	2

Epson Continous ink, 664, cyan	pc	1
Epson Continous ink, 664, magenta	pc	1
Epson Continous ink, 664, yellow	pc	1
Epson Continous ink, black	pes	5
Epson Continous ink, cyan	pes	3
Epson Continous ink, magenta	pes	3
Epson Continous ink, yellow	pes	3
Epson Ink, 664, magenta, cyan, yellow	pes	3
Epson ink, 774, black	pes	3
Epson ink, eco tank 003, black	btls	2
Epson ink, eco tank 003, cyan	btls	2
Epson ink, eco tank 003, magenta	btls	2
Epson ink, eco tank 003, yellow	btls	2
Epson Laser Toner Cartridge	pes	1
Fastener, 70mm	bxs	5
Fastener, 70mm, assorted	bxs	3
Fastener, long	box	1
Fastener, short	box	1
Flourescent tube light	pes	4
Folder, long	pes	135
Folder, short	pes	20
Folder, white, long	pes	150
Folder, white, short	pes	75
HP laser jet 26a cf226A for laser jet pro MFPM426fdn	pes	1
Mag box	pes	7
Marker permanent, black	pes	10
Masking tape	pes	5
Paper Clips, vinyl, 50mm	bxs	5
pencil	pes	2
Plastic cover cut, 1 yard	pes	5
Plastic Envelope, long	pes	85
Plastic Envelope, short	pes	50
Record book, 300 pages, 214mm x 278mm	pes	11
Record book, 500 pages, 214mm x 278mm	pes	5
Ruler, 12 inc	pes	10
Scissors, 65mm	pes	4
Scissors, big	pes	3
Scotch tape, 1"	pes	5
Signpen, MyGel	box	1
Signpen, black	box	1
Signpen, black, liquid gel, 1.0mm tip	pes	5
Sliding folder, long	pes	25
Sliding folder, short	pes	25
Stamp ink	pes	2
Stamp pad	pes	3
Staple wire, #35	bxs	1
Staple wire, #35-5m	bxs	8
Stapler, HD, 50R	pes	2
Steno notebook	pes	5
Storage box, 70 ltrs	pes	4
Tape, Masking, 48mm	pes	2
Tape, Transparent, width 24mm	pes	3
Tape, Transparent, width 48mm	pes	2
Tissue	rolls	12

Tissue	packs	2
Tornado mop	pc	1
Walis tambo	pcs	2
Walis Tingting	pcs	2
White board marker	pcs	2
White board marker, black	pcs	4
White board marker, blue	pcs	4
Yellow pad, Victory	pads	3

Approved Budget : **One Hundred Twenty Eight Thousand Eight Hundred Twelve Pesos Only**  
for the contract (**Php 128,812.00**)

Delivery Date **ten (10) 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 August 22, 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

## PRICE QUOTATION FORM

August 22, 2022

Date

Celestino G. Mangulabnan

The BAC Chairman

Gabaldon Nueva Ecija

Sir,

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Unit	Qty	Unit Price	Total Price
<b>Procurement of goods and services:</b>					
<b>Purchase of Office Supplies use in various office of the LGU</b>	Alcohol	gallon	1		
	Alcohol, 500ml	pcs	6		
	Ballpen, black	bxs	3		
	Ballpen, black, Faber Castle	box	1		
	Ballpen, black	box	3		
	Ballpen, black	bxs	2		
	Ballpen, blue	box	1		
	Ballpen, red	box	1		
	Battery, dry cell, AA, 15 volts, alkaline x2, Eveready	pcs	8		
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	Board paper, long cream color	packs	10		
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	Broom, soft (tamb0)	pc	1		
	Brown envelope, long	pcs	50		
	Brown envelope, long	pcs	25		
	Brown envelope, short	pcs	25		
	Calculator, 12 digit, Casio	pcs	5		
	Calculator, 12 digit, Casio	pcs	2		
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	Cork board, 3x4	pc	1		
	Correction tape	pcs	2		
	Correction tape	pcs	30		
	Cutter, big	pcs	2		
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Envelope, documentary for legal size, brown	pcs	80		
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Epson Continuous ink, 003, black	pcs	2		
Epson Continuous ink, 003, cyan	pc	1		
Epson Continuous ink, 003, magenta	pc	1		
Epson Continuous ink, 003, yellow	pc	1		
Epson Continuous ink, 664, black	pcs	2		
Epson Continuous ink, 664, cyan	pc	1		
Epson Continuous ink, 664, magenta	pc	1		
Epson Continuous ink, 664, yellow	pc	1		
Epson Continuous ink, black	pcs	5		
Epson Continuous ink, cyan	pcs	3		
Epson Continuous ink, magenta	pcs	3		
Epson Continuous ink, yellow	pcs	3		
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Walis tambo	pcs	2		
Walis Tingting	pcs	2		
White board marker	pcs	2		
White board marker, black	pcs	4		
White board marker, blue	pcs	4		
Yellow pad, Victory	pads	3		
<b>GRAND TOTAL</b>				

(Amount in Words)

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The above-quoted prices are inclusive of all cost and applicable taxes.

Very truly yours,

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Name/Signature of Representatives

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Name of Company

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Contact Number