

REQUEST FOR QUOTATION (RFQ)

Negotiated Procurement-Small Value Procurement

TOTAL ABC PHP 121,197.00
 RFQ No. 2024-01-001


January 11, 2024

(DATE)

Sir/Madam:

Please quote your lowest government price on the articles below in the space indicated. Please return your quotation in a sealed envelope to the undersigned on or before the closing date and time. You may send it manually at Management Services Division, Civil Service Commission Regional Office No. 1, Quezon Avenue, Sevilla, City of San Fernando, La Union 2500 or email it to procurement.msdcscro1@gmail.com or through facsimile at fax no. (072) 700 - 5626.

DEADLINE OF SUBMISSION OF QUOTATION: January 15, 2024, 12:00PM


 Dir. CORNELIA M. RILLERA
 EAC Chairperson

QTY	UNIT	ARTICLE/DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Supplies for January and February 2024 - Funds 101, 102 and 103		
67	bottle	Alcohol, 500mL		
1	gallon	Alcohol, gallon		
36	piece	Ballpen, Black		
5	box	Clip, Paper/Vinyl Coated, 33mm, 100s/box		
66	piece	Correction Tape, 8 meters		
5	unit	Calculator, Compact		
2	piece	Dater Stamp (12 years starting 2024)		
20	piece	Data File Box, Single, Red, Heavy Duty, Made of Chipboard		
1	unit	Digital Voice Recorder, USB Built-in USB Connector, Up to 4GB on-board Storage Plus MicroSD Slot		
2	box	Envelope, Mailing without Window, 500s/box		
7	piece	Eraser, Rubber		
5	bottle	Ink Refill for Epson L850/L800, Black		
1	bottle	Ink Cart, PG-810, Black		
1	pack	Looseleaf Cover, Legal, 50s/pack		
6	cart	Toner, HP85A		
2	cart	Toner, Canon 303 for LBP 2900		
3	set	Marker, Fluorescent, 3s/set		
5	pad	Note Pad 3x3		
131	ream	Paper, Multicopy, A4, 500 sheets per ream, 70gsm		
70	ream	Paper, Multicopy, Legal/Folio, 500 sheets per ream, 70gsm		
1	piece	Philippine Flag, Standard Size		
5	piece	Puncher, Heavy Duty		
2	box	Folder, Expanding/Pressboard (White with Green Lining), 100s/box		
9	booklet	Record Book, 300 pages		
10	booklet	Record Book, 500 pages		
5	piece	Ruler, 12" (Thick)		
64	piece	Sign Pen, Black, 0.5mm		
12	piece	Sign Pen, Blue, 0.5mm		
40	piece	Sign Pen, Red, 0.5mm		
24	piece	Sign Pen, V10 Grip, Black		
10	piece	Stapler with Remover, heavy Duty		
3	piece	Tape Dispenser, Table Top		
12	pair	Scissors, Symmetrical or Asymmetrical		
2	bottle	Bleach/Clorox, 900-1000mL		
4	pack	Detergent Powder, 1kilo/pack		
50	bottle	Dishwashing Liquid, 250-500mL		
10	can	Disinfectant Spray, min. 500mL		
36	piece	Fabric Conditioner, 40grams		
7	can	Insecticide, min. 500mL		
3	bottle	Liquid Handsoap/Hand Wash, 250-500mL		
64	pack	Toilet Tissue Paper, 2-ply, 12s/pack		
16	bottle	Toilet Bowl Cleaner, min. 500mL		
19	pack	Trash Bag, XXL, 10s/roll/pack		
7	piece	Wastebasket, Rigid Plastic		
2	piece	Mophandle, Heavy Duty		
4	piece	Mophead, Made of Rayon		

SUPPLIER

Date Received _____
 Signature _____
 Printed Name _____
 Contact Number _____
 Email Address _____
 TIN Number _____
 YAT / NON-YAT _____
 PhilGEPS Reg. No. _____

CANVASSER

NAME & SIGNATURE _____
 DATE _____