

**REQUEST FOR QUOTATION (RFQ)**

Negotiated Procurement-Small Value Procurement

TOTAL ABC  
RFQ No.

PHP 216,866.00  
2024-01-004

**January 19, 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](mailto:procurement.msdcscro1@gmail.com) or through facsimile at fax no. (072) 700 - 5626.

DEADLINE OF SUBMISSION OF QUOTATION:

**January 24, 2024, 12:00PM**

  
Dir. CORNELIA M. RILLERA  
BAC Chairperson

QTY	UNIT	ARTICLE/DESCRIPTION	UNIT PRICE	TOTAL PRICE
		for March 3, 2024 CSE-PPT		
45	bottle	Alcohol, Ethyl, 68-70%, 500mL		
387	bottle	Alcohol, Ethyl, 68-70%, small		
490	piece	Ballpen, Black		
37	piece	Ballpen, Blue		
87	piece	Ballpen, Red		
20	piece	Basket, Plastic (Makapal), 25cm x 20 x 14cm (LxWxH)		
14	pack	Battery, AA, 2s/pack		
34	pack	Battery, AAA, 2s/pack		
21	piece	Cartolina, Light Blue		
11	piece	Cartolina, White		
21	piece	Cartolina, Yellow		
385	piece	Chalk, Dustless, White		
1	piece	Clock, Digital		
65	piece	Correction Tape		
16	piece	Dater Stamp, 12 years starting 2024		
6	piece	Envelope, Expanding, Plastic, Blue, Legal Size		
6	piece	Envelope, Expanding, Plastic, Green, Legal Size		
23	pack	Transparent Plastic Bag at least 4XL, 10sheets/pack		
18	bottle	Glue, all purpose, 200g min.		
530	bottle	Glue, at least 40mL		
7	pack	Ice bag, 100 sheets/pack		
1	piece	Imaging Unit for Brother DCP-L2540DW		
6	set	Ink for Epson L120		
2	set	Ink for Epson L3210		
26	piece	Marker, Permanent, Black		
175	piece	Marker, Whiteboard, Black		
49	bottle	Oil for Shredder, 100cc		
2	bottle	Oil for Shredder, at least 1Liter		
15	box	Paper Clip, Gem Type, 33mm, 100s/box		
15	box	Paper Clip, Gem Type, 50mm, 100s/box		
36	ream	Paper, Multicopy, A4, 500sheets/ream, 70GSM		
35	ream	Paper, Multicopy, Legal/Folio, 500sheets/ream, 70GSM		
372	piece	Pencil #2		
6000	piece	Plastic, Clear, 2" x 3"		
410	piece	Plastic Bag (8x12), Transparent, Thicker than Sando bag		
8	box	Push Pin		
53	kilo	Rags, Approx 15pieces/kilo		
180	pair	Scissor, Stainless, Rubber Handle, 7" min.		

300	piece	Sharpener, 2 holes		
83	piece	Sign Pen, Black, 0.5mm		
55	piece	Sign Pen, Red, 0.5mm		
5	piece	Sign pen, Green, 0.5mm		
60	bottle	Ink for Stamp Pad, Small Bottles, Violet		
140	piece	Stamp Pad, Small		
20	box	Staple Wire No. 35		
6	piece	Stapler with Remover, Heavy Duty		
160	piece	Staple Wire Remover, Pincher Type		
15	piece	Sticker Paper, 10s/pack		
6	piece	Storage Box, heavy Duty, Transparent, 70Liters		
5	pack	Specialty paper, A4, Cream, 10sheets/pack		
10	roll	Tape, Double Adhesive, 1"		
44	roll	Tape, Masking 1"		
34	roll	Tape, Masking 2"		
32	roll	Tape, Packaging 2"		
36	roll	Tape, Transparent 1"		
34	roll	Tape, Transparent 2"		
96	roll	Tissue Paper, 3-Ply		
2	cart	Toner, HP 85A		
1	cart	Toner, Brother DCP L2540DW		
10	cart	Toner, HP 26A		
735	piece	Twin Marker		
14	roll	Twine, Plastic		
		<b>***Please see attached pictures for reference***</b>		
		Note:		
		Date of Delivery: 15 Calendar Days from Receipt of PO		
		Place of Delivery: CSC Regional Office 1, City of San Fernando, La Union (Free of Charge)		

**SUPPLIER**

Date Received

Signature

Printed Name

Contact Number

Email Address

TIN Number

VAT / NON-VAT

PhilGEPS Reg. No.


**CANVASSER**

NAME & SIGNATURE

DATE


Alcohol, Ethyl, 68-70%, 500mL



Clock, Digital



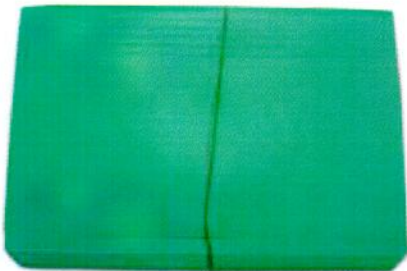
Basket, Plastic (Makapal), 25cm x 20 x 14cm (LxWxH)



Dater Stamp, 12 years starting 2024



Envelope, Expanding, **PLASTIC**, Green, Legal Size



Envelope, Expanding, **PLASTIC**, Green, Legal Size



Transparent Plastic Bag at least 4XL, 10sheets/pack



Glue, all purpose, 200g min.



Glue, at least 40mL



Ice Bag, 100sheets/pack



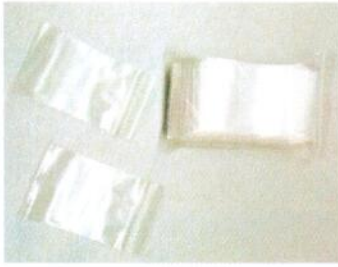
Oil for Shredder, at least 1Liter



Oil for Shredder, 100cc



Plastic, Clear, 2" x 3"



Plastic Bag (8x12), Transparent, Thicker than Sando bag



Scissor, Stainless, Rubber Handle, 7" min.



Sharpener, 2 holes



Staple Wire Remover, Pincher Type



Storage Box, heavy Duty, Transparent, 70Liters



Tape, Packaging 2"



Twin, Marker



Twine, Plastic

