

**REQUEST FOR QUOTATION (RFQ)**

Negotiated Procurement-Small Value Procurement

TOTAL ABC  
 RFQ No.

PHP 161,505.00  
 2023-06-126

June 16, 2023  
 (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:

June 21, 2023

  
 Dir. CORNELIA M. RILLEBA  
 AC Chairperson

QTY	UNIT	ARTICLE/DESCRIPTION	UNIT PRICE	TOTAL PRICE
Office Supplies for the 3rd Quarter - Fund 101, Fund 102 and Fund 103				
3	gallon	Alcohol, gallon		
10	box	Ballpen, Black, 12s/box		
50	piece	Ballpen, Blue		
20	pack	Battery, AAA, 2s/pack		
50	piece	CD Rewriteable, 700MB		
22	box	Clip, Backfold, 19mm, 12s/box		
20	box	Clip, Backfold, 25mm, 12s/box		
2	box	Clip, Backfold, 33mm, 12s/box		
2	box	Clip, Backfold, 50mm, 12s/box		
22	box	Paper Clip, Vinyl/Plastic Coated, 50mm, 100s/box		
30	piece	Correction Tape		
20	piece	Data File Box, Made of Chipboard, with Close Ends, Heavy Duty, Green		
8	piece	Dater		
1	box	Envelope, Expanding, Tagboard, 100s/box		
29	box	Fastener, Plastic, 25mm, 50s/box		
5	pack	Folder, Tagboard, Legal, 100s/pack		
1	pack	Looseleaf Cover, Legal, 50s/pack		
24	piece	Marker, Whiteboard, Red		
48	piece	Marker, Whiteboard, Black		
4	piece	Marker, Whiteboard, Blue		
12	piece	Marker, Permanent, Black		
1	piece	Mouse, Optical, USB Connection Type		
9	pad	Note Pad 3x3		
100	ream	Bond Paper, A4, 70gsm		
80	ream	Bond Paper, Legal, 70gsm		
24	piece	Pencil, Lead with Eraser		
4	pair	Scissor		
42	piece	Sign Pen, Red, 0.5mm		
24	piece	Sign Pen, V10 Grip		
1	piece	Stamp Pad, Felt		
6	piece	Stapler, Standard (With Staple Wire Remover)		
1	piece	Tape Dispenser, Heavy Duty		
65	roll	Tape, Transparent 1"		
11	roll	Tape, Transparent 2"		
8	roll	Tape, Masking 1"		
5	roll	Plastic Twine, 1 kilo/roll		
48	can	Insecticide, 500mL		
12	piece	Toilet Deodorant Cake, 50g		
40	bottle	Toilet Bowl Cleaner		
20	pack	Detergent Powder, 1 kilo/pack		
20	bottle	Disinfectant Concentrate (Liquid), 800-1000mL		
30	piece	Dishwashing Sponge		
50	bottle	Dishwashing Liquid		
15	can	Furniture Cleaner		
10	can	Disinfectant Spray, Aerosol Type, 340-400g		
4	piece	Broom, Soft (Walis Tambo)		
10	box	Continuous Form, 1-Ply, 11" x 14.88", 200s/box		
<b>Important Notes:</b>				
Delivery Terms: 30 Calendar Days from Receipt of Purchase Order				
Payment Terms:				
a. Purchase Order Basis				
b. 15 Working Days upon Completion of Delivery and from Receipt of SOA				
c. Corresponding Taxes shall be deducted				

**SUPPLIER**

Date Received \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Contact Number \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 TIN Number \_\_\_\_\_  
 VAT / NON-VAT \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_

**CANVASSER**

NAME & SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_