



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8382272  
**Procuring Entity** PROVINCE OF BENGUET  
**Title** 33 reams bond paper, etc.  
**Area of Delivery** Benguet

<b>Solicitation Number:</b>	SHOPPING-0002-22	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	28/01/2022
<b>Approved Budget for the Contract:</b>	PHP 65,566.50	<b>Last Updated / Time</b>	28/01/2022 00:00 AM
<b>Delivery Period:</b>	14 Day/s	<b>Closing Date / Time</b>	02/02/2022 08:30 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	JULIE P. TABCAO BAC -GOODS SEC CHAIRPERSON Benguet Province, La Trinidad Benguet Philippines 2601 63-74-4222609 Ext.135 pgobacgoods@benguet.gov.ph		

#### Description

33 reams bond paper, etc.

Please refer to attached Request for Quotation

\*\*\*\*\*PGO\_PESO\*\*\*\*\*

#### Other Information

Download the attached RFQ and Memorandum to Canvassers by clicking the figure opposite the Associated Components on this page then submit both documents at BAC Office, 2nd floor, Capitol Building, La Trinidad or through e-mail at pgobacgoods@benguet.gov.ph

**Created by** Marie Claire Salbino Baldos  
**Date Created** 27/01/2022

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Republic of the Philippines  
**PROVINCE OF BENGUET**  
 La Trinidad  
**BIDS AND AWARDS COMMITTEE**  
**(GOODS AND SERVICES)**

Bid Solicitation No.: Shopping-0002-22 January 25, 2021  
 Purchase Request No.: 22-01-0031 Date

**MEMORANDUM TO:**

Mr./Ms.: CHARITY BACBAL  
 (Canvasser)

Kindly provide appropriate dealers/ establishments copy of the attached request for quotation and/or solicitation to Bid for the 33 reams paper, bond, etc... with an ABC of 65,566.50  
 to be used by PGO-PESO Their quotation /Bids shall be opened on February 2, 2022

NAME OF ESTABLISHMENT	ADDRESS	RECEIVED		
		Name	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**MIRIAM V. TIONGAN, DVM**  
 Chairperson

<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I/We the undersigned, hereby jointly and severally certify to have given each of the above dealers/establishments a copy of the solicitation bid papers and submit their quotations before the time of opening of the same.</p> <p>CANVASSER/S:</p> <p style="text-align: center;"><u>CHARITY BACBAL</u>  <i>Signature over printed name/s</i></p> <p><i>_adel</i></p>	<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>This is to certify that the RFQ received is a download copy and submitted through email / courier.</p> <p style="text-align: center;"><b>NOLI U. GUIAD</b>  <i>Administrative Officer V</i></p>
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Republic of the Philippines  
 PROVINCE OF BENGUET  
 La Trinidad  
**BIDS AND AWARDS COMMITTEE**  
 (GOODS AND SERVICES)

Purchase Request Number: 22-01-0031  
 Name of the Project: 33 reams paper, bond, etc...  
 Location of the Project: PGO-PESO  
 Account Code: 5-02-02-010

Date: January 25, 2021  
 Quotation No.: Shopping-0002-22  
 CAFOA No.: 100220100175  
 Appropriation No.: 22-01-0155

## REQUEST FOR QUOTATION

Sir/Madam:

Kindly indicate your price quotation/s for the item/s listed below taking into consideration the specifications; submit this document duly signed by you or your authorized representative, to this office not later than 8:30 AM on Wednesday February 2, 2022 at the **BAC Goods and Services Office, 2nd Floor, Capitol Building, La Trinidad, Benguet.**

Indicate also the shortest delivery period should you opt to. You may fax your quotations through Telefax No. 074-422-2004 or thru e-mail at [pgobacgoods@benguet.gov.ph](mailto:pgobacgoods@benguet.gov.ph)/[bacgoodsbenguet@gmail.com](mailto:bacgoodsbenguet@gmail.com)

Should your quotation/s be found reasonable, procurement shall ensue. The Provincial Government however, reserves the right to accept or reject your offer or quotation/s if found not in order.

Thank you very much.

**MIRIAM V. TIONGÁN, DVM**  
 Chairperson

**REQUIREMENTS:**

1. This Request Form must be duly accomplished; all entries must be Typewritten or handwritten legibly and in pen.
2. Delivery period shall be within 14 calendar days
3. Warranty shall be for a period of **three (3) months** for supplies and materials and **one (1) year** for equipment reckoned from the date of acceptance by the provincial government, through the Provincial General Services Office.
4. Price validity shall be for a period of **120 calendar days.**
5. Documentary requirements **to be submitted with this RFO:**
  - a. Mayor's/ Business Permit (**proof of renewal if expired**)
  - b. BIR Certificate of Registration
  - c. PhilGEPS Registration No. \_\_\_\_\_ (**kindly indicate**)
  - d. Lates Income/ Business Tax Return (**if the ABC is above Php 500,000.00**)
  - e. Bacteriological Water Analysis Certificate

*\* In lieu of a and c above, certified true copy of PhilGEPS Platinum membership may be submitted*
6. Submit original copy of complete (paragraphs 1 to 10) Omnibus Sworn Statement within **three (3) days from Notice of this Body if the aggregate total ABC of the items quoted exceeds Php 500, 000.00**
7. The procuring entity reserves the right to waive any defects in the tender or offer as well as the right to accept the bid most advantageous to the provincial government.

**NOTE:**

- a. All erasures to be countersigned.
- b. Kindly seal this document upon submission to the BAC Goods and Services Office

Item No.	QTY	UNIT	ITEM & DESCRIPTION (SPECIFICATIONS)	BRAND/ OFFER/ COMPLIANCE TO SPECS.	UNIT PRICE	TOTAL	Approved Budget for the Contract (ABC)
1	33	ream	paper, bond, PPC, subs.20, A4				6,105.00
2	35	ream	paper, bond, PPC, subs. 20, long				7,175.00
3	50	pc	Folder, Long ordinary				300.00
4	50	pc	Folder, Long, Expanding, Green				550.00
5	10	pc	Correction Tape, 5M				700.00
6	25	set	Envelope, expanding, long w/ garter, assorted color, 10pc/set				2,750.00
7	355	pc	Ballpen, ordinary, blue/black				5,325.00
8	355	pc	Envelope, brown, long, non expanding				1,420.00
9	355	pc	Notebook, Ordinary, 40pages				6,035.00
10	5	bottle	Ink refill, Epson 003, black				2,000.00
11	2	bottle	Ink refill, Epson 003, Cyan				800.00
12	2	bottle	Ink refill, Epson 003, Magenta				800.00
13	2	bottle	Ink refill, Epson 003, yellow				800.00
14	2	pack	Battery, size AAA, Alkaline, 2pcs/pack				72.00
15	6	pc	Pen, white board marker, black and blue				214.50
16	167	pc	ID Holder, clear, 3" x 5" with lace				10,020.00
17	8	pc	Holder, Certificate, short				1,600.00
18	2	pc	USB, OTG, Flash drive, 2TB				1,900.00
19	50	pair	Gloves, free size, for garden use				7,500.00
20	20	box	Mask, Face, 50pcs/box				3,000.00
22	50	bottle	Alcohol, ethyl, 70% solution, 500ml hypoallergenic w/ moisturizer, pump type				6,500.00
<b>PGO PESO</b>							
<b>PURPOSE:</b>	for training use						<b>65,566.50</b>

**DEALER'S OFFER (IF APPLICABLE)**

Brand and Model: \_\_\_\_\_ Warranty period for supplies & materials: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_ Price Validity Period: \_\_\_\_\_

**CANVASSERS:**

**CERTIFICATION**

I hereby certify that I have personally conducted this canvass and that the price/s quoted is/are true and correct and the signature of the Representative of the establishment who submitted the quotation/s is/are genuine.

After having carefully read and accepted your terms and conditions, I hereby submit the above quotations for your appropriate action.

\_\_\_\_\_  
 (Name of Establishment per O.R. & address)

\_\_\_\_\_  
 (Signature over Printed Name of Owner/Representative)

\_\_\_\_\_  
 (Telephone/Cellphone Number or e-mail address)

CHARITY BACBAC  
**PRINTED NAME & SIGNATURE OF AUTHORIZED CANVASSER**

Date