



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7459678
Procuring Entity PROVINCE OF BENGUET
Title 20 reams bond paper, etc.

Area of Delivery

Solicitation Number: shopping 004-21	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Supplies and Devices	Date Published	09/02/2021
Approved Budget for the Contract: PHP 55,855.00	Last Updated / Time	08/02/2021 16:19 PM
Delivery Period: 14 Day/s	Closing Date / Time	15/02/2021 08:30 AM
Client Agency:		
Contact Person: JULIE P. TABCAO BAC -GOODS SEC CHAIRPERSON Benguet Province, La Trinidad Benguet Philippines 2600 63-74-4220259 Ext.123 Bacgoodsbenguet@gmail.com		
Description		
20 reams bond paper, etc.		
PGO-SSU		
Other Information DOWNLOAD RFQ & MEMO @ THE ASSOCIATED COMPONENTS. BOTH DOCS SHALL BE SUBMITTED.		

Created by Noli U. Guidad
Date Created 08/02/2021

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

Revised
 November

Bid Solicitation No.: shopping 004-21
 Purchase Request No.: 21-01-0025

February 1, 2021
 Date

MEMORANDUM TO:

Mr./Ms.: CHARITY BACBAC
 (Canvasser)

Kindly provide appropriate dealers/ establishments copy of the attached request for quotation and/or solicitation to Bid for the 20 reams paper, bond PPC subs 20 et al with an ABC of 55,855.00 to be used by PGO-SSU Their quotation /Bids shall be opened on February 15, 2021

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

FLORITA T. BAY-ON
 Chairman

CERTIFICATION	CERTIFICATION
<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: CHARITY BACBAC <i>Signature over printed name/s</i></p>	<p>This is to certify that the RFQ received is a download copy and submitted through email / courier.</p> <p>NOLI U. GUIAD <i>Administrative Officer V</i></p>



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

Purchase Request Number: 21-01-0025
 Name of the Project: 20 ream paper bond et al
 Location of the Project: PGO-Adm.
 Account Code: 5-02-02-010

Date: February 1, 2021
 Quotation No.: shopping 004-21
 CAFOA No.: 100210100111
 Appropriation No.: 21-01-00132

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 MONDAY, February 15, 2021 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. 074-422-0259 or thru e-mail at pgobacgoods@benguet.gov.ph

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.

FLORIAN J. JAY-ON
 Chairman

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**)

** 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 50, 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	20	ream	paper, bond, PPC, subs 20 A4				5,200.00
2	355	pc	ballpen, ordinary, blue/black				6,390.00
3	50	pc	pencil, EF, 482, No. 2				650.00
4	10	ream	paper, bond, PPC, subs 20 short				2,400.00
5	10	ream	paper, bond, PPC, subs 20 long				3,000.00
6	250	pcs	envelope brown, non expanding, long				2,250.00
7	355	pc	notebook, ordinary, 40 pages				7,455.00
8	70	pc	specialty paper, 120 gsm, short				3,360.00
9	35	pack	pen, marking				1,400.00
10	200	pc	ID holder, clear, 3"X5" with lace				12,000.00
11	16	pc	holder, certificate, for short bond paper				3,360.00
12	103	pc	gloves, rubber gloves, latex				6,180.00
13	17	box	mask, face, 3 ply				2,210.00
PGO-SSU							
PURPOSE: For training use							55,855.00

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