



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8461141  
**Procuring Entity** PROVINCE OF BENGUET  
**Title** 120 pcs. ballpoint pen, etc.  
**Area of Delivery** Benguet

<b>Solicitation Number:</b>	SHOPPING-0008-22	<b>Status</b>	<b>Active</b>
<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>	23/02/2022
<b>Approved Budget for the Contract:</b>	PHP 125,296.50	<b>Last Updated / Time</b>	23/02/2022 00:00 AM
<b>Delivery Period:</b>	14 Day/s	<b>Closing Date / Time</b>	01/03/2022 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

120 pcs. ballpoint pen, etc.

Please refer to attached Request for Quotation

\*\*\*\*\*PGO\_BACHealth\*\*\*\*\*

#### 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** 22/02/2022

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

Quotation No.: SHOPPING-0008-22  
 Purchase Request No.: 22-02-0309

February 16, 2022  
 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 Purchase of 120 pc. ballpoint pen, etc. with an ABC of 125,296.50 to be used by PGO-BAC Health Their quotation /Bids shall be opened on March 01, 2022

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

**MIRIAM V. TIONGCAN, DVM**  
 Chairperson

**CERTIFICATION**

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.

CANVASSER/S:

CHARITY BACBAC  
*Signature over printed name/s*

/claire

**CERTIFICATION**

This is to certify that the RFQ received is a download copy and submitted through email / courier.

**NOLI U. GUIAD**  
*Administrative Officer V*



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

Purchase Request Number: **22-02-0309**  
Name of the Project: **Purchase of 120 pc. ballpoint pen, etc.**  
Location of the Project: **PGO-BAC Health**  
Account Code: **5-02-03-010**

Date: **February 16, 2022**  
Quotation No.: **SHOPPING-0008-22**  
CAFOA No.: **100220100811**  
Appropriation No.: **22-02-0909**

## 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 **TUESDAY** **March 01, 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) or [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 Y. TIONG, DVM  
Chairperson

### REQUIREMENTS:

- This Request Form must be duly accomplished; all entries must be Typewritten or handwritten legibly and in pen.
- Delivery period shall be within 14 calendar days
- 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.
- Price validity shall be for a period of **120 calendar days**.
- Documentary requirements **to be submitted with this RFO:**
  - Mayor's/ Business Permit (proof of renewal if expired)
  - BIR Certificate of Registration
  - PhilGEPS Registration No. **(kindly indicate)**
  - 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*
- 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**
- 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:

- All erasures to be countersigned.
- 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	120	pc	Ballpoint pen, fine, BLACK				3,000.00
2	120	pc	Ballpoint pen, fine, BLUE				3,000.00
3	60	pc	Ballpoint pen, fine, RED				1,500.00
4	60	pc	Ballpoint pen, fine, GREEN				1,500.00
5	36	pc	Signpen, gel ink, 0.5 mm, BLACK				3,240.00
6	36	pc	Signpen, gel ink, 0.5 mm, BLUE				3,348.00
7	10	tube	Blade, cutter, L500, 10's / pack				200.00
8	10	pc	Book, record, wide, official, 500 leaves, white and blue 8.5" x 11"				2,200.00
9	60	pc	Clip, binder, 2"				240.00
10	20	pc	Clip, binder, 3/4"				180.00
11	100	pc	Clip, double, 3"				1,200.00
12	60	box	Clip, paper, coated, jumbo, 50 mm				1,260.00
13	30	pc	Correction tape				1,200.00
14	50	pc	Envelope, BROWN, Non expanding Long				200.00
15	50	pc	Envelope, BROWN, Non expanding Short				187.50
16	100	pc	Envelope, expanding, glossy, BROWN, long, with tie				1,100.00
17	100	pc	Envelope, expanding, glossy, BROWN, short, with tie				800.00
18	20	pc	Eraser, pencil, white				520.00
19	5	box	Fastener, paper, plastic coated, 50s / box				155.00
20	200	pc	Folder, expanding, glossy, long, GREEN				2,200.00
21	150	pc	Folder, expanding, glossy, short, GREEN				1,500.00
22	100	pc	Folder, glossy, WHITE, long				600.00
23	50	pc	Folder, glossy, WHITE, short				250.00
24	50	pc	Highlighter, assorted colors				900.00
25	100	ream	Paper bond, PPC, subs. 20, long, 8-1/2" x 13", designed for trouble free, 70 gsm				20,500.00
26	50	ream	Paper bond, PPC, subs. 20, short, 8-1/2" x 11", designed for trouble - free, 70 gsm				8,750.00
27	36	pc	Pen, marking, permanent, broad, BLACK				1,287.00
28	36	pc	Pen, marking, permanent, broad, BLUE				1,287.00
29	24	pc	Pen, marking, permanent, broad, RED				912.00



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

Purchase Request Number: **22-02-0309**  
 Name of the Project: **Purchase of 120 pc. ballpoint pen, etc.**  
 Location of the Project: **PGO-BAC Health**  
 Account Code: **5-02-03-010**

Date: **February 16, 2022**  
 Quotation No.: **SHOPPING-0008-22**  
 CAFOA No.: **100220100811**  
 Appropriation No.: **22-02-0909**

30	24	pc	Pen, marking, permanent, broad, GREEN	858.00
31	60	pc	Pencil, NO.2	480.00
32	36	pc	Pencil, lumograph	1,620.00
33	5	pack	Pin, push, plastic flat head, 100s / pack	150.00
34	10	pc	Ruler, plastic, 12" transparent	60.00
35	10	pad	Stick on notes, 12 x 48 mm	550.00
36	10	pad	Sticky notes, 76 x 101 mm	530.00
37	5	roll	Tape, double sided, 1"	135.00
38	5	roll	Tape, masking, size 1"	175.00
39	5	roll	Tape, masking, size 2"	440.00
40	5	roll	Tape, transparent, size 2"	220.00
41	10	roll	Tape, transparent, size 1"	180.00
42	10	box	Wire, staple no. 35, 6 mm	300.00
43	10	pack	Tissue paper 2 ply, 12 rolls / pack, white, good quality, micro-embossed design	1,120.00
44	2	pc	Calculator, 12 digits, extra large display, metal faceplate, plastic keys	606.00
45	5	pc	Stapler, heavy duty, with wire remover	1,515.00
46	5	pc	Stapler remover, stainless plier type, heavy duty	1,000.00
47	2	pc	Puncher, 2 holes, 70 mm, heavy duty	286.00
48	15	bottle	Alcohol, 500 ml, 70% ethyl	1,950.00
49	2	pc	Dispenser tape, big, heavy duty	1,000.00
50	5	pc	Cutter, heavy duty, retractable	350.00
51	1	pc	Sharpener, pencil, heavy duty	230.00
52	1	pc	<b>Self stamp machine ( RECEIVED )</b>	<b>4,000.00</b>
			Self-inking stamp	
			High-grade stainless steel body	
			New ink cartridge protection for clean fingers	
			Special grip zones & slim stamp design	
			Superior ergonomics	
			Climate-neutral. As standard	
53	2	pc	<b>Self Ink Stamp (PASS &amp; FAIL )</b>	<b>1,300.00</b>
54	5	pair	Scissors, 8", stainless steel	265.00
55	1	unit	<b>Steel cabinet</b>	<b>8,900.00</b>
			Gauge 20 thickness	
			Steel Vertical 4 layer filing cabinet	
			Material Steel	
			Heavy duty	
			Powder Coated	
			Central Lock	
			<b>MEASUREMENTS</b>	
			46W *62D *140H cm	
56	10	bottle	Ink refill, 003, Black, for Epson L5190, 65ml	2,840.00
57	10	bottle	Ink refill, 003, Cyan, for Epson L5190, 65ml	2,840.00
58	10	bottle	Ink refill, 003, Magenta, for Epson L5190, 65ml	2,840.00
59	10	bottle	Ink refill, 003, Yellow, for Epson L5190, 65ml	2,840.00
60	3	cart	Toner cartridge, Black, Ineo 287	22,500.00

\*\*\*See sample for stamps.

BIDS AND AWARDS COMMITTEE

**PASSED**

DRUGS, MEDICINES, MEDICAL SUPPLIES  
& EQUIPMENT

BIDS AND AWARDS COMMITTEE

**FAILED**

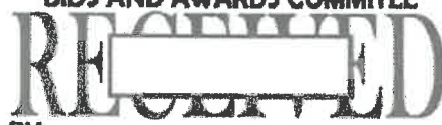
DRUGS, MEDICINES, MEDICAL SUPPLIES  
& EQUIPMENT



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<b>BIDS AND AWARDS COMMITTEE</b>  <b>BY:</b> <b>DRUGS, MEDICINES, MEDICAL SUPPLIES &amp; EQUIPMENT</b> <b>PGO-BAC Health</b>				
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**PURPOSE:** Supplies for BAC-Health **125,296.60**

**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.

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

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)

\_\_\_\_\_  
 Date