



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**REGIONAL OFFICE NR 02**

#7 Dalan na Pavvurulun cor Paccorofun, Regional Government Center  
Carig Sur, Tuguegarao City, Cagayan 3500  
Tel Number: (078) 396-2602  
Email: logistics.regiontwo@yahoo.com



Project Reference Number : RFQ No. 2021-041  
Location of the Project : BUREAU OF FIRE PROTECTION - REGIONAL OFFICE NR 02  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500  
Standard Form Number : SF-GOOD-60  
Revised on : 24-May-18

**REQUEST FOR QUOTATION**  
**Procurement of Office and Janitorial Supplies**

Please quote your lowest price on the items/s listed below, subject to the General Conditions below and submit the RFQ in a sealed envelope duly signed by your representative not later than **1000H October 22, 2021** at the Office of the BAC Secretariat, BFP Regional Office 2, Carig Sur, Tuguegarao City, Cagayan. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

General Conditions:

1. DATE OF DELIVERY: See Below
2. DELIVERY LOCATION: See Below
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF FINAL ACCEPTANCE BY THE PROCURING ENTITY;
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND
5. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:  
(Requirements based on GPPB APPROVED RESOLUTION NO. 30-2017)
  - a. Mayor's/Business Permit
  - b. PHILGEPS Registration Number or Certificate of PHILGEPS Registration
  - c. Income/Business Tax Return
  - d. Omnibus Sworn Statement

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<b>Procurement of Office and Janitorial Supplies</b>							
1	BALL PEN, black (0.5)	250	pcs	7.00	1,750.00		
2	BALL PEN, Blue (0.5)	250	pcs	7.00	1,750.00		
3	BROOM, SOFT (TAMBO), weight: 200g min	16	pcs	290.00	4,640.00		
4	CALCULATOR, COMPACT, electronic, 12 digits cap	9	pcs	780.00	7,020.00		
5	CALCULATOR, SCIENTIFIC	3	pcs	2,000.00	6,000.00		
6	CORRECTION TAPE, ROLLER type, film based, usable	200	pcs	45.00	9,000.00		
7	CD REWRITABLE, speed. 4x min, 4.7GB capacity min	200	pcs	55.00	11,000.00		
8	DUST PAN	31	pcs	75.00	2,325.00		
9	FASTENER (plastic)	30	boxes	55.00	1,650.00		
10	FOLDER, DOCUMENTARY, A4 size document (10's)	111	packs	80.00	8,880.00		
11	FOLDER, DOCUMENTARY, legal size document (10's)	131	packs	85.00	11,135.00		
12	Ink Refill, EPSON INK (Black)	25	bot	420.00	10,500.00		
13	Ink Refill, EPSON (Cyan)	20	bot	420.00	8,400.00		
14	Ink Refill, EPSON (Magenta)	20	bot	420.00	8,400.00		
15	Ink Refill, EPSON (Yellow)	20	bot	420.00	8,400.00		
16	Ink Refill, Brother DCP-T310, Black	25	bot	465.00	11,625.00		
17	Ink Refill, Brother DCP-T310, Cyan	20	bot	465.00	9,300.00		
18	Ink Refill, Brother DCP-T310, Magenta	20	bot	465.00	9,300.00		
19	Ink Refill, Brother DCP-T310, yellow	20	bot	465.00	9,300.00		
20	INK REFILL, HP GT51/GT51 XL, Black	25	bot	435.00	10,875.00		
21	INK REFILL, HP GT52, Cyan	15	bot	435.00	6,525.00		
22	INK REFILL, HP GT52, Magenta	15	bot	435.00	6,525.00		
23	INK REFILL, HP GT52, yellow	15	bot	435.00	6,525.00		
24	LOOSELEAF COVER, legal	5	bundle	1,100.00	5,500.00		
25	MARKING PEN, for Whiteboard, black	50	pcs	68.00	3,400.00		
26	MARKING PEN, for Permanent (BROAD), black	100	pcs	42.00	4,200.00		
27	PAPER, 80gsm, size 210mm x 297mm (A4)	100	reams	270.00	27,000.00		
28	PAPER, 80gsm, size 216mm x 330mm (LEGAL)	100	reams	270.00	27,000.00		
29	PAPER, 70gsm, size 330mm x 406.4mm (A3)	5	reams	535.50	2,677.50		
30	PENCIL	200	pcs	12.00	2,400.00		
31	PUNCHER, PAPER, HEAVY DUTY	10	pcs	420.00	4,200.00		
32	PUSH PIN	45	box	55.00	2,475.00		
33	RECORD BOOK, 500 PAGES, size 214mm x 278mm min	20	book	350.00	7,000.00		
34	SCISSOR (heavy duty)	30	pcs	120.00	3,600.00		
35	SIGN PEN, BLACK, liquid/gel ink, 0.5mm (retractable)	120	pcs	150.00	18,000.00		
36	SIGN PEN, BLUE, liquid/gel ink, 0.5mm (retractable)	120	pcs	150.00	18,000.00		
37	SIGN PEN, RED, liquid/gel ink, 0.5mm (retractable)	120	pcs	150.00	18,000.00		
38	STAMP PAD, FELT, bed dimension 80mm x 100mm	25	pcs	85.00	2,125.00		
39	STAPLER, heavy duty	10	pcs	480.00	4,800.00		
40	STAPLE WIRE, heavy duty, binder type, 23/13	25	box	45.00	1,125.00		
41	TAPE, masking, 24mm, (±1mm)	40	roll	108.70	4,348.00		
42	TAPE DISPENSER	22	pcs	160.00	3,520.00		

43	TOILET BRUSH	15	pcs	75.00	1,125.00		
44	CLEANER, TOILET BOWL&URINAL, 900ml-1000ml	15	bot	85.00	1,275.00		
45	PAPER SHREDDER (cutting width:3mm-4mm)	1	pc	6,700.00	6,700.00		
46	Flash drive (64GB)	10	pcs	650.00	6,500.00		
47	White Board (2ftx3ft)	2	pcs	2,100.00	4,200.00		
	x x x nothing follows x x x						
	<b>Delivery Period: Fifteen (15) Calendar Days</b> upon receipt of NTP						
	<b>Delivery Location/Place/Completion: BFP</b> Regional Office 02						
<b>GRAND TOTAL</b>					<b>349,995.50</b>		

(Total Amount in Words) **Three Hundred Forty-Nine Thousand Nine Hundred Ninety-Five Pesos and Fifty Centavos**  
*The above quoted prices are inclusive of all cost and applicable taxes.*

Delivery Period \_\_\_\_\_  
Warranty \_\_\_\_\_  
Price Validity \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Name and Signature of Authorize Representative

\_\_\_\_\_  
Company Name/Business name

\_\_\_\_\_  
Tel. No. / Cellphone No./ email address

\_\_\_\_\_  
Date