



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7628295  
**Procuring Entity** DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION XI  
**Title** Supply and Delivery of Common-Use Supplies and Equipment-Not Available at PS DBM.  
**Area of Delivery** Davao Del Sur

<b>Solicitation Number:</b>	21-04-151A	<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>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	8
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	20/04/2021
<b>Approved Budget for the Contract:</b>	PHP 980,000.00	<b>Last Updated / Time</b>	21/04/2021 16:13 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	26/04/2021 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Elizabeth M. Ragaza Administrative Officer V Lanang Davao City Davao Del Sur Philippines 8000 63-82-2250645 63-82-2250645 procurementsection_rx1@yahoo.com		
<b>Description</b>			
Note: Please see attached RFQ no. 21-04-151A (associated components) for details.			
<b>Remarks</b>			
Additional 2 units calculator.			

**Created by** Elizabeth M. Ragaza  
**Date Created** 19/04/2021

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Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
*Office of the Regional Director*  
 Region XI, Lanang, Davao City

**REQUEST FOR QUOTATION**

Date APR 15 2021  
 Quotation No. 21-04-151A  
 Division/Section : Conso (All End Users)

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

  
**ATTY. CHELIN JOAN G. SONZA-ALUG**  
 Procurement Officer

- NOTE:
- 1 ALL ENTRIES MUST BE TYPEWRITTEN.
  - 2 DELIVERY PERIOD WITHIN 30 CALENDAR DAYS.
  - 3 WARRANTY SHALL BE FOR A PERIOD OF Six (6) MONTHS FOR SUPPLIES & MATERIALS ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY PROCURING ENTITY.
  - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS.
  - 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
  - 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO.	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE
		<b>Consolidated Common-Use Supplies and Equipment - Procurement Service Items -not Available at PS Store (out of Stocks), for the Second Quarter of CY 2021.</b>		
		<b>PESTICIDES OR PEST REPELLENTS</b>		
1	can	INSECTICIDE, aerosol type, net content: 600ml min	43	
		ALCOHOL OR ACETONE BASED ANTISEPTICS		
2	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	194	
3	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	13	
		<b>PAPER MATERIALS AND PRODUCTS</b>		
4	box	CONTINUOUS FORM, 1 PLY, 280 x 241mm	5	
5	box	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	12	
6	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	27	
7	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	27	
8	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	68	
9	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	10	
10	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	85	
11	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	84	
12	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	174	
13	pad	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	3	
14	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	45	
15	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	30	
16	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	8	

Brand and Model: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_  
 Warranty: \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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

\_\_\_\_\_  
 Printed Name/Signature

\_\_\_\_\_  
 Tel.No./Cellphone No.

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 Region XI, Lanang, Davao City

**REQUEST FOR QUOTATION**

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 Division/Section: Conso (All End Users)

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE
		<b>BATTERIES AND CELLS AND ACCESSORIES</b>		
17	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	12	
18	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	15	
		<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>		
19	box	STAPLE WIRE, STANDARD, (26/6)	35	
20	roll	TAPE, MASKING, width: 24mm (±1mm)	2	
21	roll	TAPE, MASKING, width: 48mm (±1mm)	12	
22	roll	TAPE, PACKAGING, width: 48mm (±1mm)	12	
23	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	67	
24	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	7	
25	roll	TWINE, plastic, one (1) kilo per roll	6	
		<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>		
26	unit	ELECTRIC FAN, STAND type, plastic blade	4	
27	piece	BROOM, soft (tambo)	4	
28	piece	BROOM, STICK (TING-TING), usable length: 760mm min	9	
29	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	23	
30	can	CLEANSER, SCOURING POWDER, 350g min./can	4	
31	pack	DETERGENT POWDER, all purpose, 1kg	19	
32	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	59	
33	piece	DUST PAN, non-rigid plastic, w/ detachable handle	3	
34	can	FURNITURE CLEANER, aerosol type, 300ml min per can	43	
35	bundle	RAGS, all cotton, 32 pieces per kilogram min	4	

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36	pack	TRASHBAG, GPP specs, black, 940mmx1016mm	30	
37	piece	WASTEBASKET, non-rigid plastic	2	
		PERSONAL PROTECTIVE EQUIPMENT		
38	piece	COVERALL, non-sterile, protective, medical grade	20	
44	piece	PROTECTIVE SAFETY GOGGLES	20	
45	piece	NITRILE GLOVES	20	
		INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES		
46	piece	FLASH DRIVE, 16 GB capacity	16	
47	unit	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	8	
48	unit	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	4	
		OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES		
49	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	20	
50	piece	CORRECTION TAPE, film base type, UL 6m min	187	
51	piece	DATA FILE BOX, made of chipboard, with closed ends	75	
52	piece	DATA FOLDER, made of chipboard, taglia lock	15	
53	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	7	
54	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	5	
55	box	ENVELOPE, mailing, white, 70gsm	5	
56	box	FASTENER, METAL, 70mm between prongs	35	
57	bundle	FOLDER, FANCY, for legal size documents	1	
58	set	MARKER, FLUORESCENT, 3 assorted colors per set	5	
59	piece	MARKER, whiteboard, black, felt tip, bullet type	24	

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE
60	piece	MARKER, PERMANENT, bullet type, black	27	
61	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	18	
62	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1	
63	box	RUBBER BAND, 70mm min lay flat length (#18)	22	
64	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	4	
65	piece	CUTTER BLADE, for heavy duty cutter	11	
66	piece	DATING AND STAMPING MACHINE, heavy duty	5	
67	piece	PENCIL SHARPENER, manual, single cutter head	1	
68	piece	PUNCHER, paper, heavy duty, with two hole guide	3	
69	pair	SCISSORS, symmetrical, blade length: 65mm min	10	
70	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	10	
71	unit	CALCULATOR, compact, 12 digits	3	
72	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	5	
		PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES		
73	cart	INK CART, EPSON C13T664100 (T6641), Black	73	
74	cart	INK CART, EPSON C13T664200 (T6642), Cyan	60	
75	cart	INK CART, EPSON C13T664300 (T6643), Magenta	60	
76	cart	INK CART, EPSON C13T664400 (T6644), Yellow	60	
77	cart	INK CART, HP C9351AA, (HP21), Black	30	
78	cart	INK CART, HP CN692AA, (HP704), Black	89	
79	cart	INK CART, HP CN693AA, (HP704), Tri-color	82	

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ITEM NO	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE
80	cart	INK CART, HP CZ107AA, (HP678), Black	1	
81	cart	INK CART, HP CZ108AA, (HP678), Tricolor	1	
82	cart	INK CART, HP CZ121A (HP685A), Black	10	
83	cart	INK CART, HP CZ122A (HP685A), Cyan	10	
84	cart	INK CART, HP CZ123A (HP685A), Magenta	10	
85	cart	INK CART, HP CZ124A (HP685A), Yellow	10	
86	cart	RIBBON CART, EPSON C13S015632, Black, for LX-310	15	
87	cart	TONER CART, HP CB435A, Black	2	
88	cart	TONER CART, HP CE285A (HP85A), Black	43	
89	cart	TONER CART, HP Q2612A, Black	3	
90	cart	TONER CART, SAMSUNG MLT-D101S, Black	1	
		<b>CONSUMER ELECTRONICS</b>		
91	unit	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	1	
		<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>		
92	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	6	
93	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	339	
94	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	205	
95	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	70	
		Note: All items to bid must be in good quality. Old Stocked, expired items, and remanufactured/refilled toners & inks are strictly not acceptable.		

Brand and Model: \_\_\_\_\_  
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