



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7215635  
**Procuring Entity** DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION XI  
**Title** Supply and Delivery of Office, Computer, and Janitorial Supplies  
**Area of Delivery** Davao Del Sur

<b>Solicitation Number:</b>	20-09-364	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<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>	01/10/2020
<b>Approved Budget for the Contract:</b>	PHP 280,000.00	<b>Last Updated / Time</b>	30/09/2020 13:35 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	06/10/2020 14:00 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>			
Please see attached RFQ no. 20-09-364 (associated components) for details			
Note: Office supplies must be in good quality, and only genuine ink cartridges for computer supplies will be accepted.			

**Created by** Elizabeth M. Ragaza  
**Date Created** 30/09/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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

**REQUEST FOR QUOTATION**

Date: 9/29/2020  
 Quotation No.: 20-09-364  
 Division/Section: Conso.

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.

\_\_\_\_\_  
 MARY GRACE C. AGBISIT  
 Procurement Officer

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN.
  - 2 DELIVERY PERIOD WITHIN \_\_\_\_ 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 \_\_\_\_ CALENDAR DAYS.
  - 5 G-EPIS 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
		Supply and Delivery of Office, Computer, & Janitorial Supplies		
		COMMON OFFICE SUPPLIES		
1	pieces	COMB RING (RING BINDER), PLASTIC, 10MM	15	
2	pieces	COMB RING (RING BINDER), PLASTIC, 12MM	15	
3	pieces	COMB RING (RING BINDER), PLASTIC, 6MM	10	
4	pieces	ENVELOPE, Green w/ string, Long	15	
		Office Equipment and Accessories		
5	pieces	BATTERY, Rechargeable AA, 2pcs/pack	2	
6	pieces	BATTERY, Rechargeable, AAA, 2pcs/pack	2	
7	boxes	Cloth duct tape	5	
8	rolls	Duct Tape 2 inches (48mm)	3	
9	rolls	LAMINATING FILM, 9" X 50 M	1	
10	pieces	Mechanical Pencil with lead, 0.5	8	
11	piece	Post-it, Sign here	10	
12	boxes	PUSH PIN, flat head type, assorted colors, 100 pieces per case	2	
13	pieces	Scissor, Big 12 inches	15	
14	pieces	TAPE, Double Sided Adhesive	10	

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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ITEM NO.	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE
		<b>Supply and Delivery of Office, Computer, &amp; Janitorial Supplies</b>		
		<b>Paper Materials and Products</b>		
15	reams	Paper Bond, short 80gsm	150	
16	packs	Photo paper, A4 size	3	
17	pair	Book Stand	5	
		<b>COMMON JANITORIAL SUPPLIES</b>		
18	bottles	Cleaner, glass, 500 ml.	5	
19	bottles	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	10	
20	bottles	Dishwashing Sponge	16	
21	pcs.	Dishwashing paste 400grams	5	
22	bottles	Dishwashing Liquid 250 ml.	30	
23	bottles	Disinfectant, bleaching solution 500ml	10	
24	gal.	Disinfectant, bleaching solution	1	
25	packs	Fabric conditioner 250ml.	1	
26	rolls	Trashbag, black, 10pcs/rol, Extra large	9	
27	rolls	Trashbag, black, 10pcs/roll Medium	6	
28	rolls	Trashbag, black, 10pcs/roll small	6	

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		Supply and Delivery of Office, Computer, & Janitorial Supplies		
29	rolls	Trashbag, black, 10pcs/roll small	6	
		Cleaning Equipment and Supplies		
30	unit	I-Mop, heavy duty	2	
31	pieces	Liquid Hand Soap w/ dispenser	20	
32	bundles	RAGS, all cotton, 32 pieces per kilogram min	7	
33	bottles	Spray bottle	5	
		COMMON ELECTRICAL SUPPLIES		
34	units	Extension Wire, heavy duty, 5 meters at least (4 Gang)	5	
		Lighting and fixtures and accessories		
35	tubes	Fluorescent lamp, tubular, LED, 36 watts	15	
		Computer Supplies		
36	bottles	Ink cart. for Epson part no. 003, black	4	
37	bottles	Ink cart. for Epson part no. 003, black	4	
38	bottles	Ink cart. for Epson part no. 003, black	4	
39	bottles	Ink cart. for Epson part no. 003, black	4	
10	bottles	INK cart, fo EPSON C13T664100 (T6641), Black	124	
41	bottles	INK CART, for EPSON C13T664200 (T6642), Cyan	60	

Brand and Model: \_\_\_\_\_  
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		<b>Supply and Delivery of Office, Computer, &amp; Janitorial Supplies</b>		
42	bottles	INK CART, for EPSON C13T664200 (T6642), Cyan	60	
43	bottles	INK CART, for EPSON C13T664300 (T6643), Magenta	60	
44	bottles	INK CART, for EPSON C13T664400 (T6644), Yellow	60	
45	cart.	INK CART, for HP 4625 (HP685A), Black	10	
46	cart.	INK CART, for HP 4625 (HP685A), Cyan	10	
47	cart.	INK CART, for HP 4625 (HP685A), Magenta	10	
48	cart.	INK CART, for HP 4625 (HP685A), Yellow	10	
49	cart.	INK CART, for HP F6V26AA (HP680) Tri-color	10	
50	cart.	INK CART, for HP F6V27AA (HP680) Black	10	
51	bottles	INK CART, for brother printer MFC-T810 W, BTD60 BK, BLACK	5	
52	bottles	INK CART, for brother printer MFC-T810 W, BT5000 BK, MAGENTA	1	
53	bottles	INK CART, for brother printer MFC-T810 W, BT5000 BK, CYAN	1	
54	bottles	INK CART, for brother printer MFC-T810 W, BT5000 BK, YELLOW	1	
		<b>Common ICT Equipment</b>		
55	unit	Uninterrupted Power Supply	5	

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