



Republic of the Philippines  
Province of Antique  
**PROVINCIAL BIDS AND AWARDS COMMITTEE**  
San Jose de Buenavista

**REQUEST FOR QUOTATION  
(SHOPPING b.)**

Standard Form No. SF-GOOD-60  
Revised on May 24, 2004

Date: August 31, 2021  
RFQ No. B-2021-08-015

Various Suppliers/Contractors  
San Jose, Antique/Iloilo City

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated herein the shortest time of delivery and submit your quotation duly signed by your representative not later than **September 7, 2021** at the BAC Conference Room, 2nd Floor, Gov. Enrique A. Zaldivar Memorial Bldg., San Jose, Antique at 2: 00 o' clock p.m. in the return envelope attached herewith.

**ATTY NERY G. DUREMDES**  
Provincial Administrator/BAC Chairman  
(Procurement Officer)

| ITEM NO | QTY | UNIT   | DESCRIPTION  | UNIT COST | TOTAL ABC/UNIT | BRAND OFFERED | BID PRICE/UNIT | TOTAL BID PRICE |
|---------|-----|--------|--|-----------|----------------|---------------|----------------|-----------------|
| 1       | 2   | pc     | Clearbook, 20 transparent pockets, for A4 size           | 60.00     | 120.00         |               |                |                 |
| 2       | 5   | pc     | Clearbook, 20 transparent pockets, for legal size        | 70.00     | 350.00         |               |                |                 |
| 3       | 20  | pc     | Correction pen, 8ml.                                     | 112.00    | 2,240.00       |               |                |                 |
| 4       | 10  | pc     | Double sided tape 1"                                     | 45.00     | 450.00         |               |                |                 |
| 5       | 5   | bundle | Folder, tagboard for A4 size documents                   | 300.00    | 1,500.00       |               |                |                 |
| 6       | 5   | bundle | Folder, tagboard for legal size documents                | 425.00    | 2,125.00       |               |                |                 |
| 7       | 100 | pc     | Folder, expanding, legal size, color: red                | 20.00     | 2,000.00       |               |                |                 |
| 8       | 21  | pc     | Flashdrive 16GB capacity                                 | 300.00    | 6,300.00       |               |                |                 |
| 9       | 25  | pc     | Glue stick, big  | 10.00     | 250.00         |               |                |                 |
| 10      | 2   | jar    | Glue, all purpose, gross weight: 200 grams min.          | 90.00     | 180.00         |               |                |                 |
| 11      | 2   | pc     | Gun tacker, heavy duty                                   | 1,250.00  | 2,500.00       |               |                |                 |
| 12      | 50  | pc     | Magazine file box, large size, made of chipboard 6", red | 227.00    | 11,350.00      |               |                |                 |
| 13      | 250 | pc     | Manila paper   | 6.00      | 1,500.00       |               |                |                 |
| 14      | 10  | pc     | Marker, permanent, broad type, black                     | 17.70     | 177.00         |               |                |                 |
| 15      | 5   | pc     | Marker, permanent, broad type, blue                      | 17.70     | 88.50          |               |                |                 |
| 16      | 5   | pc     | Marker, permanent, broad type, red                       | 17.70     | 88.50          |               |                |                 |
| 17      | 5   | pc     | Marker, whiteboard, black, felt tip, bullet type         | 66.00     | 330.00         |               |                |                 |
| 18      | 5   | pc     | Marker, whiteboard, red, felt tip, bullet type           | 66.00     | 330.00         |               |                |                 |
| 19      | 100 | pc     | Notebook 50 leaves                                       | 15.00     | 1,500.00       |               |                |                 |
| 20      | 50  | pad    | Note pad, stick on, 76mm x 76mm (3" x 3") min            | 70.00     | 3,500.00       |               |                |                 |
| 21      | 30  | box    | Paper clip, vinyl coated, 100's, gem type 32mm           | 24.00     | 720.00         |               |                |                 |
| 22      | 50  | box    | Paper fastener, short, plastic, 50's per box             | 47.00     | 2,350.00       |               |                |                 |
| 23      | 50  | ream   | Paper multicopy, 70gsm, size: 8.5 x 14                   | 210.00    | 10,500.00      |               |                |                 |
| 24      | 50  | ream   | Paper multicopy, 80gsm, size: 210mm x 297mm (A4)         | 270.00    | 13,500.00      |               |                |                 |
| 25      | 5   | box    | Pencil #2 lead with eraser, wood case, hardness: HB      | 84.00     | 420.00         |               |                |                 |
| 26      | 20  | pc     | Photoframe, 8.5 inches x 11 inches                       | 150.00    | 3,000.00       |               |                |                 |
| 27      | 10  | pc     | Puncher, paper, heavy duty, with two hole guide          | 325.00    | 3,250.00       |               |                |                 |
| 28      | 20  | box    | Push pins, 50's/box                                      | 35.00     | 700.00         |               |                |                 |
| 29      | 11  | pc     | Record book, 300 pages, size: 214mm x 278mm min.         | 105.00    | 1,155.00       |               |                |                 |
| 30      | 10  | pc     | Record book, 500 pages, size: 214mm x 278mm min.         | 160.00    | 1,600.00       |               |                |                 |
| 31      | 15  | pc     | Record book, 200 pages, size: 214mm x 278mm min.         | 72.00     | 1,080.00       |               |                |                 |
| 32      | 5   | pc     | Ring binder plastic 32mm, 84 rings                       | 25.00     | 125.00         |               |                |                 |
| 33      | 5   | pc     | Ruler, plastic 18", width: 38mm min.                     | 15.00     | 75.00          |               |                |                 |

|                               |     |      |  |        |                   |  |  |  |
|-------------------------------|-----|------|--|--------|-------------------|--|--|--|
| 34                            | 5   | pair | Scissors, symmetrical blade length: 65mm min.              | 90.00  | 450.00            |  |  |  |
| 35                            | 900 | pc   | Sign pen, black, liquid/ gel ink, 0.5mm needle tip         | 50.00  | 45,000.00         |  |  |  |
| 36                            | 25  | set  | Special board paper, A4, 10's, color: off white            | 55.00  | 1,375.00          |  |  |  |
| 37                            | 25  | set  | Special board paper, legal, 10's, color: off white         | 65.00  | 1,625.00          |  |  |  |
| 38                            | 15  | box  | Staple wire, standard 26/6                                 | 40.00  | 600.00            |  |  |  |
| 39                            | 5   | pc   | Stapler standard type, load cap. 200 staples min. #35, big | 340.00 | 1,700.00          |  |  |  |
| 40                            | 5   | pc   | Tape dispenser table top for 24mm width tape               | 300.00 | 1,500.00          |  |  |  |
| 41                            | 5   | roll | Tape, masking, width: 48mm ± 1mm                           | 193.00 | 965.00            |  |  |  |
| 42                            | 5   | roll | Tape, packing, width: 48mm ±1mm                            | 58.00  | 290.00            |  |  |  |
| 43                            | 10  | roll | Tape transparent, width: 24mm±1mm                          | 20.00  | 200.00            |  |  |  |
| 44                            | 5   | pad  | Yellow pad, 80 leaves                                      | 40.00  | 200.00            |  |  |  |
|                               |     |      | <b>GRAND TOTAL ABC</b>                                     |        | <b>129,259.00</b> |  |  |  |
|                               |     |      | <i>For the use of OPA</i>                                  |        |                   |  |  |  |
|                               |     |      |  |        |                   |  |  |  |
| <b>TOTAL AMOUNT IN WORDS:</b> |     |      |  |        |                   |  |  |  |

**GRAND TOTAL BID**

**P**

**TERMS/CONDITIONS AND REQUIREMENTS:**

1. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
2. MAYOR'S PERMIT.
3. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED
5. OMNIBUS SWORN STATEMENT (COA Circular No. 2012-001 (9.2))
6. BRAND NAME SHOULD BE REFLECTED IN THE BID OFFERED, IN CASE NOT AVAILABLE THE MANUFACTURER'S NAME SHOULD BE STATED.
7. BRING SAMPLE ONCE REQUIRED DURING POST QUALIFICATION/EVALUATION.
8. PARTIAL BID IS NOT ALLOWED.
9. INCOME TAX RETURN (ITR)

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

Place of Inspection: PGSO, San Jose, Antique  
Place of Delivery: OPA, San Jose, Antique (to be delivered by the winning supplier)  
Delivery Period: w/ in 7 calendar days upon receipt of Purchase Order (P.O)

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

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Tel. No./Cellphone/E-mail Add.

\_\_\_\_\_  
Date