



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Region XIII (Caraga Region) Butuan City

Mode of Procurement	NEGOTIATED PROCUREMENT - SVP	RFQ No.:	2019-021
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	March 13, 2019
Office/End-User	Finance and Administrative Division (FAD)		
Company Name			
Address			
Business Permit No.			
TIN No.			
PhilGEPS Registration No.			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed.

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APPROVED BUDGET FOR THE CONTRACT (ABC)

**PHP 153,800.00**

Prepared by

**IMI LOUDA B. ESPINA**  
BAC Secretariat

Approved by

**RAY GREGORY F. JARANILLA**  
BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
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**PURPOSE: Finance and Administrative Division (FAD) Supplies January - March 2019**

LOT 1	ALL PURPOSE GLUE, 130ml	5	bottle	48.00		
	BALL PEN, Super fine point 0.5, black	200	piece	7.00		
	BALL PEN, Super fine point 0.5, blue	200	piece	7.00		
	BALL PEN, Super fine point, 0.5, red	100	piece	7.00		
	BATTERY, AA, 2pc, alkaline	10	piece	30.00		
	BATTERY, AAA, 2pc, alkaline	10	piece	25.00		
	BOARD PAPER (certificate), Legal, 200gsm, 10's	20	pack	70.00		
	BOARD PAPER (certificate), A4 200gsm, 10's	20	pack	65.00		
	BOARD PAPER (certificate), A4 85gsm, 20's	20	pack	70.00		
	BOARD PAPER (certificate), Legal 85gsm, 20's	20	pack	80.00		
	BOND PAPER, legal size, 80 gsm	20	ream	250.00		
	BROWN ENVELOPE, A4 size	50	piece	5.00		
	BROWN ENVELOPE, Legal size	50	piece	7.00		
	CALCULATOR, 12 digit	2	piece	150.00		
	CLEARBOOK, 20 transparent pocket, legal size	10	piece	45.00		
	COLORED MARKERS, 3 assorted colors	5	pack	40.00		
	COLUMNAR BOOK, 4 columns	5	piece	50.00		
	COLUMNAR BOOK, 6 columns	5	piece	60.00		
	CORRECTION TAPE refill, 6m, 5mm	15	roll	40.00		
	CORRECTION TAPE, white 360, XT refillable, 6M , 12pcs/box	1	box	650.00		
	DATA FILE BOX, chipboard, closed ends	5	piece	80.00		
	DATA FOLDER, Taglia lock	5	piece	70.00		
	ETHYL ALCOHOL, 70%, w/ Moisturizer, 500mL	20	bottle	60.00		
	EXPANDING ENVELOPE, Kraftboard, Legal size	50	piece	10.00		
	FASTENER, plastic, 70mm, 6.5 inches long	2	box	55.00		
	FASTENER, short plastic, 7cm	2	box	50.00		
	Folder w/ Tab, A4	30	piece	6.00		
	Folder w/ Tab, legal	30	piece	7.00		

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Warranty

Price Validity

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APPROVED BUDGET FOR THE CONTRACT (ABC)

**PHP 153,800.00**

Prepared by

IMI LOUDA B. ESPINA  
BAC Secretariat

Approved by

RAY GREGORY M. JARANILLA  
BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
LOT 1	FOLDER, FANCY, A4 size	50	piece	7.00		
	FOLDER, FANCY, legal size	100	piece	8.00		
	FOLDER, L-type, plastic, A4 size	15	piece	15.00		
	FOLDER, L-type, plastic, Legal size	20	piece	20.00		
	INSECTICIDE, Multi Insect Killer Insecticide Spray, 250mL, waterbased/odorless	5	can	400.00		
	INSTAMP INK REFILL, black	2	bottle	30.00		
	INSTAMP INK REFILL, violet	2	bottle	30.00		
	MAGAZINE FILE BOX, Large	5	piece	45.00		
	MAILING ENVELOPE, white, 80 gsm	1	box	380.00		
	MASKING TAPE, 24mm	4	roll	35.00		
	MASKING TAPE, 48mm,	6	roll	35.00		
	MOUNTING TAPE w/ foam	3	roll	120.00		
	NOTE PAD, stick on, 2x3	10	piece	25.00		
	NOTE PAD, stick on, 3x3	10	piece	20.00		
	NOTE PAD, stick on, 3x4	10	piece	25.00		
	PACKAGING TAPE, 48mm	10	roll	15.00		
	PHOTOPAPER, A4 20's, glossy	10	pack	380.00		
	PLASTIC COMB binding rings 1"	10	piece	15.00		
	PLASTIC COMB binding rings 1/2"	10	piece	15.00		
	PLASTIC COMB binding rings 1/4"	10	piece	15.00		
	PUSH PIN, flat head	5	box	30.00		
	PUSH PIN, round head	5	box	30.00		
	PVC, A4 (100pcs)	2	pack	400.00		
	PVC, legal (100pcs)	2	pack	450.00		
	SCIENTIFIC Calculator, 14 digits	3	piece	180.00		
	SCISSORS, heavy duty	3	pair	380.00		
	SIGN PEN, liquid gel, 0.5mm needle tip, black	36	piece	25.00		
	SIGN PEN, liquid gel, 0.5mm needle tip, blue	36	piece	25.00		
	SIGN PEN, liquid gel, 0.5mm needle tip, red	36	piece	25.00		
	STAMP PAD, 60mmx100mm	3	piece	35.00		

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PHP 153,800.00	IMFLOUDA B. ESPINA BAC Secretariat	RAY GREGORY F. MIRANILLA BAC Chairperson

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LOT 1	STAPLER, BINDER TYPE, heavy duty	2	piece	700.00		
	STAPLER, heavy duty	3	piece	100.00		
	STICKER PAPER, long 20's	15	pack	70.00		
	STICKY NOTE, flag assorted colors	5	pack	35.00		
	TISSUE PAPER, 2 ply, 9 per pack	27	roll	150.00		
	TRANSPARENT TAPE, 24mm	5	roll	120.00		
	TRANSPARENT TAPE, 48mm	2	roll	1,200.00		
	WHITE BOARD ERASER	5	piece	12.00		
	TOTAL					
LOT 2	Bulb, LED, 7 watts	5	piece	90.00		
	ELECTRICAL TAPE, big	5	roll	70.00		
	FLUORESCENT LAMP, 18 watts, linear tubular (T8)	5	piece	210.00		
	FLUORESCENT LAMP, 36 watts, linear tubular short	3	piece	300.00		
	LED BULB, 12 watts	3	piece	100.00		
	TOTAL					
LOT 3	AIR FRESHENER, 510grams, clean linen spray	3	bottle	250.00		
	BATH Soap, germ protection, 135grams	15	box	25.00		
	DETERGENT POWDER (1000grams)	4	pack	200.00		
	DISHWASHING Liquid, 600mL	10	sachet	80.00		
	DISHWASHING Paste, 400 grams	20	piece	50.00		
	DISINFECTANT SPRAY, Crisp Linen, 340g	3	bottle	500.00		
	FLOOR RUGS, all cotton	5	piece	25.00		
	LIQUID HAND SOAP, 420mL	15	sachet	120.00		
	SCOURING POWDER CLEANSER, 750gm, Multipurpose	6	can	30.00		
	TRASHBAG, plastic transparent	10	pack	115.00		
	TOTAL					
LOT 4	BROTHER Ink DCP-J100 (CYMB)	10	set	1,800.00		
	BROTHER Ink MFC-J100 (CYMB)	10	set	1,800.00		
	BROTHER Ink TN-2380	5	bottle	3,000.00		

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LOT 4	CANON Ink 811	5	bottle	800.00		
	CANON Ink, refill for pixma G4000 (CYMB)	5	set	1,700.00		
	DRUM CART, Brother DR 2355	5	cart	1,000.00		
	EPSON, L365, refill CYMB	10	bottle	1,500.00		
	INK CARTRIDGE, EPSON (T6642) Cyan	5	cart	260.00		
	INK CARTRIDGE, EPSON (T6643) Magenta	5	cart	260.00		
	INK CARTRIDGE, EPSON (T6644) Yellow	5	cart	260.00		
	MEMORY CARD, SDXC, 64gb, 95mb/s	2	piece	1,700.00		
	<b>TOTAL</b>					
LOT 5	4x4 sterile gauze pad	10	pack	5.00		
	ACE Bandage 2"	2	roll	15.00		
	ACE Bandage 3"	2	roll	25.00		
	ACE Bandage 4"	2	roll	30.00		
	Adhesive Tape 1"x10 yards (2.5cm x 9.1m)	2	roll	150.00		
	Alaxan FR, 200mg/325mg	10	capsule	10.00		
	Antacid, Kremil S, 10mg	20	tablet	6.00		
	Antimotility, Loperamide, Diatabs, 2mg	20	capsule	5.00		
	Buscopan Venus, 10mg/500mg	20	tablet	30.00		
	Calmoseptine Ointment, 1.8 oz (3.5 grams)	3	sachet	40.00		
	Chlorine powder	1	kilo	120.00		
	Hydrite, assorted flavor, 4.1grams	10	pack	20.00		
	Loratadine, 10mg	10	tablet	20.00		
	Mefenamic Acid, 500mg	20	tablet	7.00		
	Muriatic Acid, 1L	5	bottle	100.00		
	Neozep, non drowsy, 500mg	20	tablet	6.00		
	Paracetamol Biogesic, 500mg	20	tablet	5.00		
	Saridon, 450mg	20	tablet	5.00		
	Solmux Capsule, 500mg	20	capsule	12.00		
	<b>TOTAL</b>					

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REQUIREMENT

	In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements	
1	Applicable Registration Certificate, any of the following: a) SEC Registration Certificate for Corporations b) DTI Registration Certificate for Sole Proprietorship c) Cooperative Development Authority Registration Certificate for Cooperatives	[ ] [ ] [ ]
2	Valid Business Permit	[ ]
3	Valid PhilGEPS Registration Certificate	[ ]
4	Income / Business Tax Return	[ ]
5	Omnibus Sworn Statement	[ ]

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