



REQUEST FOR QUOTATION
No. 2024-484

Date: June 14, 2024

Gentlemen:

Please quote at your **government price/s, taxes included**, and such terms and conditions that you may counter-propose for articles and/or services enumerated below. You may submit your **sealed quotation duly signed by your representative** to the **BAC Head Secretariat at Agricultural Training Institute-Regional Training Center VI, ASU Compound, Banga, Aklan** not later than **June 21, 2024 at 9:00 am**. In case of late submission and unresponsive quotations, the Institute reserves the right to reject any or all bids/offers/quotations.

Very truly yours,

Sgd

VIANNEY T. OJERIO
 BAC Chairperson

PR Number:	2024-06-327 (lot 1 & 2), 2024-06-328 (lot 1 & 3) & 2024-06-329 (lot 1 & 2)	ABC:	₱ 704,926.50
Purpose of Request:	For office use and various trainings use under RCEF and CFIDP for FY 2024		
Delivery Period:	Within 10 days upon receipt of Purchase Order	Place of Delivery:	Banga, Aklan
Details of Procurement:	Supply and Delivery of the items stated below. Please see attached design (if any) for reference.	Mode of Procurement:	Shopping

Schedule of Prices:

Lot #	Particulars	Qty	Unit	Unit Cost	Total Cost
1	ALCOHOL, Isopropyl, 500 mL, Antiseptic Disinfectant w/Moisturizer, 70% solution	92	pcs	₱	₱
	ALCOHOL, Isopropyl, 60 mL, Antiseptic Disinfectant w/Moisturizer, 70% solution	826	pcs		
	ARCH FILE, 2", Side Clip	220	pcs		
	ARCH FILE, 3", Side Clip	246	pcs		
	BALLPEN, ballpoint, smooth writing, 0.5, black	1856	pcs		
	BALLPEN, ballpoint, smooth writing, 0.5, blue	100	pcs		
	BALLPEN, ballpoint, smooth writing, 0.5, red	101	pcs		
	BINDER CLIP, Backfold, 1 1/4", 12 pcs/box	124	box		
	BINDER CLIP, Backfold, 1", 12 pcs/box	119	box		
	BINDER CLIP, Backfold, 2", 12 pcs/box	134	box		
	BINDER CLIP, Backfold, 3/4", 12 pcs/box	120	box		
	BOND PAPER, A4 (210 X 297 mm), S-20, 70 gsm, Multi-purpose, 500 sheets/ream	191	ream		
	BOND PAPER, Legal (8 1/2" x 13"), S-20, 70 gsm, Multi-purpose, 500 sheets/ream	163	ream		
	BOND PAPER, Letter (8 1/2" x 11"), S-20, 70 gsm, Multi-purpose, 500 sheets/ream	125	ream		
	CALCULATOR, 12 digit	9	pcs		
	CARTOLINA, Assorted colors	20	pcs		
CARTOLINA, Pre-cut, Legal (8 1/2" x 13"), Assorted colors, 10 sheets/pack	198	pack			



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COLORED PAPER, Letter (8 1/2" x 11"), 80gsm, Assorted colors, 250 sheets/pack	6	pack		
COLORED PAPER, Long (8 1/2" x 13"), 80gsm, Assorted colors, 250 sheets/pack	35	pack		
CONTINUOUS FORM, 3ply 1000sheets/box	10	box		
CORRECTION TAPE, 8m	10	pcs		
CRAYONS, 16 colors, Non-toxic	45	pcs		
CUTTER KNIFE, Big, General purpose	41	pcs		
CUTTER KNIFE, Small, General purpose	10	pcs		
ENVELOPE, Expanding, Long with tie	186	pcs		
ENVELOPE, Plastic w/handle, Long, assorted color	247	pcs		
ENVELOPE, Plastic, Long	15	pcs		
FACE MASK, Surgical/Disposable, 3 ply, 50 pcs/box	240	box		
FILING BOX, with cover	51	pcs		
FILING BOX, without cover	50	pcs		
FOLDER, Legal size documents, White, 14 pts	297	pcs		
GEL PEN, 0.5, Black	105	pcs		
GEL PEN, 0.5, Blue	103	pcs		
GEL PEN, 0.5, Smooth writing, Green	30	pcs		
GEL PEN, 0.5, Smooth writing, Red	30	pcs		
GEL PEN, 0.5, Smooth writing, Violet	30	pcs		
GLUE, Multi-purpose, Non-toxic, 130g	39	pcs		
ID Jacket with Sling, A2, Landscape	1412	pcs		
MANILA PAPER	1668	pcs		
MARKER (Pentel Pen), Permanent, broad, black	318	pcs		
MARKER (Pentel Pen), Permanent, broad, blue	163	pcs		
MARKER (Pentel Pen), Permanent, broad, red	149	pcs		
MARKER INK REFILL, Black	11	pcs		
MARKER INK REFILL, Blue	11	pcs		
MARKER INK REFILL, Red	4	pcs		
MARKER, Highlighter, assorted neon colors, 3 colors/set	50	pcs		
MARKER, Whiteboard, broad, black	104	pcs		
MARKER, Whiteboard, broad, blue	30	pcs		
MARKER, Whiteboard, broad, red	10	pcs		
Measuring Tape (Power Wind Fiberglass Long Tape, 100 Meters)	4	pcs		
METER STICK, 1m	40	pcs		
OTG Flash Drive, 16GB	60	pcs		



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OTG Flash Drive, 32GB	472	pcs		
PAPER CLIP, Big (50 mm), Vinyl Coated, 100s /box	52	box		
PAPER CLIP, Small (33 mm), Vinyl Coated, 100s/box	34	box		
PENCIL #2, lead, w/eraser, wood cased, hardness, 12s/box	64	box		
PHOTO PAPER, Glossy, Legal (8 1/2" x 13"), 20 sheet/pack	144	pack		
RECORD BOOK, 100 lvs.	5	pcs		
RECORD BOOK, 150 lvs.	7	pcs		
RECORD BOOK, 200 lvs. 7" x 11.5"	40	pcs		
RECORD BOOK, 300 lvs., 7" x 11.5"	56	pcs		
RUBBER BAND, All purpose, flat, gross wt. 350gms	22	box		
RULER. Plastic, 12"	99	pcs		
SCISSOR, Symmetrical/ Asymmetrical, 160mm (min), Heavy duty	154	pcs		
SIGN PEN, 0.5, Red	35	pcs		
SPECIALTY PAPER, 8.5" x 13", 120gsm, 10pcs/pack, Pale Cream, Laser & Inkjet Compatible	4	pack		
SPECIALTY PAPER, A4, 200gsm, 10pcs/pack, Pale Cream, Laser & Inkjet Compatible	15	pack		
SPECIALTY PAPER, Short (8 1/2" x 11"), 120gsm, 10pcs/pack, Ivory, Laser Inkjet Compatible	20	pack		
SPECIALTY PAPER, Long (8 1/2" x 13"), 120gsm, 10pcs/pack, Ivory, Laser Inkjet Compatible	31	pack		
SPECIALTY PAPER, Short (8 1/2" x 11"), 180gsm, 10pcs/pack, White, Laser & Inkjet Compatible	160	pack		
SPECIALTY PAPER, Legal (8 1/2" x 13"), 180gsm, 10pcs/pack, White, Laser & Inkjet Compatible	57	pack		
STAMPING DATER, Self-ink stamp	5	pcs		
STAPLE WIRE #35, 1000 staples/box	125	box		
STAPLE WIRE, Heavy Duty, 1000 staples/box	20	box		
STAPLER, Standard Type, load cap: 200 staples min	59	pcs		
STAPLER, Wire Remover, Plier type	64	pcs		
STICKY NOTE PAD, Rectangular, 2 x 3", 100 sheets/pad, 4 in 1	57	pcs		
STICKY NOTE PAD, Square, 3" x 3", 100 sheets/pad, assorted color	100	pcs		
TAPE, Double sided, Foam, 24mm x 10m	34	pcs		
TAPE, Double sided, Foam, 24mm x 1m	30	pcs		
TAPE, Double sided, Tissue, 24mm x 10m	20	pcs		
TAPE, Double sided, Tissue, 24mm x 5m	10	pcs		
TAPE, Masking, 1", 100m	130	pcs		
TAPE, Masking, 2", 100m	96	pcs		



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	TAPE, Packing, 2", 100m	23	pcs		
	TAPE, Scotch/Transparent, 1", 100m	85	pcs		
	TAPE, Scotch/Transparent, 2", 100m	108	pcs		
	<i>Sub-total</i>				₱
2	EXTENSION CORD, 3 Gang, 8m	25	pcs		
	BATTERY, double "A", 2 pcs/pack	59	pack		
	BATTERY, triple "A", 2 pcs/pack	70	pack		
	BATTERY, Rechargeable, double "A", 2 pcs/pack	10	pack		
	BATTERY, Rechargeable, triple "A", 2 pcs/pack	10	pack		
	<i>Sub-total</i>				
Total Cost					₱

Eligibility documents for submission:

- Mayor's/Business Permit
- BIR Certificate of Registration
- PhilGEPs Registration Number/Red Membership
- Notarized Omnibus Sworn Statement
- Income Tax Return
- Professional License/Curriculum Vitae (*Consultation Services*)
- PCAB License (*Infrastructure*)
- Manual of specifications, warranty certificate, and pictures
- Bank Details (*to be submitted by winning bidder upon issuance of Purchase Order*)
- Email Address: _____
- Telephone/Mobile Number: _____

I hereby certify that I am in a position to furnish the above articles/or services at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute - Regional Training Center VI, ASU Compound, Banga, Aklan.

Name and signature of Authorized Representative: _____

Company Name: _____

Price validity: _____

Canvassed by: _____

Warranty period: _____

Date: _____