



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF GLORIA

NOTICE OF REQUEST FOR QUOTATION

The Municipality of Gloria through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, small value procurement/shopping for the **Supply and delivery of Office supplies, IT Parts/Accessories and Groceries and Janitorial supplies for 3rd quarter.**

Name of Project	Supply and delivery of Office supplies, IT Parts/Accessories and Groceries and Janitorial supplies for 3rd quarter
Solicitation	RFQ-2020-033
Location	Municipality of Gloria-Various department
Brief Description	LOT 1: OFFICE SUPPLIES LOT 2: IT PARTS AND ACCESSORIES LOT 3 GROCERIES AND JANITORIAL SUPPLIES
Approved Budget for the Contract (ABC)	LOT 1: Php 112,070.00 LOT 2: Php 36,490.00 LOT 3: Php 70,799.00
Contract Duration	30 days
Date of Submission	September 18, 2020 @ 4:30 pm
Date of Opening of Sealed Quotation	September 21, 2020 @ 10:30 am at Municipal Executive Conference Room 2
PhilGeps Reference No.	

Please quote your lowest price on the items listed below and submit personally your SEALED QUOTATION not later **September 18, 2020** at the BAC Office, Municipality of Gloria, Oriental Mindoro

MANULITO S. RODRIGUEZ
BAC Chairperson

Terms and Conditions:

1. Only suppliers with the following documents shall be allowed to submit the quotation.
 - a. Philgeps Registration Certificate/Philgeps Registration Number
 - b. Mayor's Permit
 - c. DTI/SEC
 - d. BIR Registration
 - e. Omnibus Sworn Statement
 - f. Business/Income Tax Return
2. All entries must be typewritten or printed legibly in the Bid Form. Failure to use this form will result to disqualification of your id.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of payment shall be made through the check payable to the supplier.
8. The Municipality of Gloria shall have the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract and makes no assurance that a contract shall be entered into as a result of this invitation.



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2020-016-826 TO 846**
Project Title: **Supply and delivery of Office supplies, ITParts/Accessories and Groceries and Janitorial supplies for 3rd quarter**
Location: **Municipality of Gloria-VARIOUS DEPARTMENT**

Date: **Spetember 15, 2020**
Quotation No.: **RFQ-2020-033-LOT 1:**
PhilGeps Ref: No.

REQUEST FOR QUOTATION

Supplier: _____
Address: _____
Contact Number: _____
TIN Number: _____

Please quote your lowest price on the items/ 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 **September 18, 2020** in the return envelope attached herewith.

MANULITO S. RODRIGUEZ

MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is within **Thirthy (30) days**
- 3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- 4 Price validity shall be for the period of thirty (30) calendar days.
- 5 G-eps registration certificate shall be attached upon submission of the quotation.
- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
LOT 1: OFFICE SUPPLIES					
1	Arc file, long, portrait	6	pcs		
2	Ballpen, black , 0.3	8	pcs		
3	Ballpen, black, ordinary	1	box		
4	Ballpen, black , ordinary, 0.5	26	boxes		
5	Ballpen, black , ordinary, 0.5	1	box		
6	Ballpen, red , ordinary, 0.5	4	pcs		
7	Ballpen, black, ordinary, 0.7	1	box		
8	Ballpen, blue	1	box		
9	Binder clip, medium 1"	2	boxes		
10	Binder clip, (small) ¾	2	boxes		
11	Bond paper, A4, s.20	8	reams		
12	Bond paper, long, s.16	20	reams		
13	Bond paper, long, s.20	113	reams		
14	Bond paper, short, s.16	11	reams		
15	Bond paper, short, s.20	101	reams		
16	Bond paper, short, yellow	1	reams		
17	Brown envelop, long	118	pcs		
18	Brown envelop, short	47	pcs		
19	Carbon Blue, Long, 10's	1	pack		
20	Cartolina, assorted color	50	pcs		
21	Cartolina, neon yellow	10	pcs		
22	Cartolina, orange	8	pcs		
23	Certificate holder, long, blue	3	pcs		
24	Certificate holder, short, blue	3	pcs		
25	Colored Paper, assorted	1	ream		
26	Columnar Book (24 column)	2	pcs		
27	Cork board, 1/8	7	pcs		

28	Correction fluid, big	2	btl		
29	Correction tape	17	pcs		
30	Correction tape, disposable, ordinary	3	pcs		
31	Correction tape, refill	48	pcs		
32	Double sided tape w/o foam 1"	12	rolls		
33	DTR , pc	600	pcs		
34	DTR (1000 pcs)	1	bundle		
35	Expanded envelop, long	5	pcs		
36	Expanded envelop long, with garter, red	10	pcs		
37	Expanded folder , long, dark blue	10	pcs		
38	Expanded folder , long, dark green	50	pcs		
39	Expanded folder , long, yellow	5	pcs		
40	Filing rack, 3 layers	1	pc		
41	Folder, long, white	166	pcs		
42	Folder, short, white	25	pcs		
43	Gel Pen 0.5 w/ holder	20	pcs		
44	Glue Gun, big	1	pc		
45	Gun Tucker Wire (1/4 inch or 6mm)	1	box		
46	Highlight marker, green	2	pcs		
47	Highlight marker, yellow	1	pc		
48	Illustration board, 1 whole	4	pcs		
49	Loose leaf	100	pcs		
50	Magazine rack, landscape, long, green	10	pcs		
51	Masking tape 1"	3	rolls		
52	Notarial seal	10	packs		
53	Packaging tape , brown	2	rolls		
54	Padding Glue, red, 1/2 kl	1	jar		
55	Paper clip, big	11	boxes		
56	Paper clip, small	2	boxes		
57	Pencil no.2	2	boxes		
58	Pencil sharpener, small	5	pcs		
59	Permanent marker, black, broad	11	pcs		
60	Permanent marker, black, fine	2	pcs		
61	Permanent marker ink, refill, black	1	btl		
62	Permanent marker, red, broad	1	pc		
63	Plastic cover	1	yard		
64	Plastic fastener	16	boxes		
65	Photo Paper A4, gloss, 20's	3	packs		
66	Puncher, big	1	pc		
67	Push pins, multi colored	2	boxes		
68	Record book (200 leaves)	5	pcs		
69	Record book (300 leaves)	21	pcs		
70	Record book (500 leaves)	2	pcs		
71	Ring binder 1 3/4", round, plastic (for books)	10	pcs		
72	Scissor, big	1	pc		
73	Scotch tape 1"	32	pcs		
74	Scotch tape 2"	3	pcs		
75	Shoe lace, black (for thick vouchers)	10	pairs		
76	Shoe lace, black, round (for thick vouchers)	50	pairs		
77	Sign Pen 0.5 , black	10	pcs		
78	Sign Pen 0.5 , black	6	pcs		
79	Sign Pen 0.5 , black	8	box		
80	Sign Pen 0.5 , blue	5	pcs		
81	Sign Pen 0.5 , red	4	pcs		
82	Sign Pen 0.5 , violet	1	box		
83	Sign Pen 0.5, black, FINE LINE	2	pcs		
84	Sign Pen Hi- techpoint V10 grips, black	10	pcs		
85	Specialty paper, for certificate	10	packs		
86	Stamp, certified true copy, pre-ink, red handle	1	pc		
87	Staple wire no.10	1	box		
88	Staple wire no.35	21	boxes		
89	Staple wire no.35, curve	1	box		
90	Stapler w/ remover, small	1	pc		
91	Stapler w/ remover	2	pcs		
92	Stapler w/ remover	5	pcs		

93	Steadtler Eraser , BIG	4	pcs		
94	Stick glue, big	20	pcs		
95	Sticky note 2x3	7	pads		
96	Sticky note 2x4	6	pads		
97	Sticky note 3x3	6	pads		
98	Sticky note 3x4	3	pads		
99	Tape dispenser, small	1	pc		
100	Tracing Paper, 20x30, 80/85 gsm	1	roll		
101	Vellum paper, P. Cream, short, 8 1/2 x 11, 80 gsm	20	packs		
102	Vellum paper, White, short, 8 1/2 x 11, 80 gsm	25	packs		
103	Whiteboard eraser, big	1	pc		
104	Whiteboard marker, black	3	pcs		
105	Whiteboard marker, blue	4	pcs		
106	Yellow paper, pad	2	pads		
					-

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 prices noted above

Printed Name / Signature

Tel. No./Cellphone No.
e-mail address

Date



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2020-016-826 TO 846**
Project Title: **Supply and delivery of Office supplies, IT Parts/Accessories and Groceries and Janitorial supplies for 3rd quarter**
Location: **Municipality of Gloria-VARIOUS DEPARTMENT**

Date: **September 15, 2020**
Quotation No.: **RFQ-2020-033-LOT 2:**
PhilGeps Ref: No.

REQUEST FOR QUOTATION

Supplier: _____
Address: _____
Contact Number: _____
TIN Number: _____

Please quote your lowest price on the items/ 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 **September 18, 2020** in the return envelope attached herewith.

MANULITO S. RODRIGUEZ
MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is within **Thirty (30) days**
- 3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- 4 Price validity shall be for the period of thirty (30) calendar days.
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- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
LOT 2: IT PARTS AND ACCESSORIES					
1	Epson ink 003, black	5	btls		
2	Epson ink 003, cyan	2	btls		
3	Epson ink 003, magenta	2	btls		
4	Epson ink 003, yellow	2	btls		
5	Epson ink 70, black	3	btls		
6	Epson ink 70, cyan	2	btls		
7	Epson ink 70, magenta	2	btls		
8	Epson ink 70, yellow	2	btls		
9	Epson Ink L210 (all colored)	1	set		
10	Epson Ink L210, black	2	btls		
11	Epson Ink L220, black	3	btls		
12	Epson Ink L3110 #003, all colors	1	set		
13	Epson Ink L5190 # 003, (black)	5	btls		
14	Epson Ink L5190 # 003, (cyan)	2	btls		
15	Epson Ink L5190 # 003, (magenta)	2	btls		
16	Epson Ink L5190 # 003, (yellow)	2	btls		
17	Epson Ink L5190 # 003, (all colors)	1	set		
18	Epson Ink L565 , all colors	1	set		
19	Epson Ink L565, (black)	4	btls		
20	Epson Ink T6641 (black)	10	btls		
21	Epson Ink T6642, cyan	1	btl		
22	Epson Ink T6643, black	1	btl		
23	Epson Ink T6643, magenta	1	btl		
24	Epson Ink T6644, magenta	1	btl		
25	Epson Ink T6644, yellow	2	btls		
26	Epson L3110 Ink, 003, all colors	1	set		
27	Epson Universal Ink	1	set		

28	Epson Universal Ink (black)	1	btl		
29	Computer Ink (ALL COLORS) CL-41	1	cartridge		
30	Computer Ink (BLACK) CL-40	1	cartridge		
31	Computer Ink 790, black, refill	1	btl		
32	Computer Ink 790, cyan, refill	1	btl		
33	Computer Ink 790, magenta, refill	1	btl		
34	Computer Ink 790, yellow, refill	1	btl		
35	TP Link USB Wifi	1	pc		
36	USB, 32 GB	1	pc		
37	USB, 64GB	2	unit		
					-

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 prices noted above

 Printed Name / Signature

 Tel. No./Cellphone No.
 e-mail address

 Date



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2020-016-826 TO 846**
Project Title: **Supply and delivery of Office supplies, IT Parts/Accessories and Groceries and Janitorial supplies for 3rd quarter**
Location: **Municipality of Gloria-VARIOUS DEPARTMENT**

Date: **September 15, 2020**
Quotation No.: **RFQ-2020-033-LOT 3:**
PhilGeps Ref: No.

REQUEST FOR QUOTATION

Supplier: _____
Address: _____
Contact Number: _____
TIN Number: _____

Please quote your lowest price on the items/ 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 **September 18, 2020** in the return envelope attached herewith.

MANULITO S. RODRIGUEZ

MCR/BAC Chairman

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- 4 Price validity shall be for the period of thirty (30) calendar days.
- 5 G-eps registration certificate shall be attached upon submission of the quotation.
- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
LOT 3: GROCERIES AND JANITORIAL SUPPLIES					
1	Air Freshener 320ml / 275g	16	btls		
2	Air Freshener 320ml / 275g, Lemon	1	btl		
3	Alcohol Isopropyl 70%, 500ml	58	btls		
4	Alcohol Isopropyl 70%, 1000ml, Pump	3	btls		
5	Alcohol 70% / gallon (any brand)	6	gals		
6	Basin, plastic, medium	2	pcs		
7	Bath soap 175g , BIG	6	pcs		
8	Bath soap , small , lemon	3	pcs		
9	Battery double AA	14	pairs		
10	Battery double AA, ordinary	2	pairs		
11	Battery double AA 4's	3	pack		
12	Battery triple AAA, ordinary	2	pairs		
13	Battery triple AAA	3	pairs		
14	Battery triple AAA	3	pack		
15	Biscuits (assorted flavors)	5	packs		
16	Broom (walis tambo)	2	pcs		
17	Broom (walis tingting)	20	pcs		
18	Brown sugar/ kls	10	kilos		
19	Brush cutter blade	1	pc		
20	Cereal drinks (choco)	10	sachets		
21	Cereal drinks (vanilla)	10	sachets		
22	Chlorine per kilo	2	packs		
23	Coffee creamer 450g	7	packs		
24	Coffee granules 100g, sealable	5	packs		

25	Coffee, 900g	3	packs		
26	Detergent powder 65g	250	sachets		
27	Detergent powder 500g	2	packs		
28	Detergent powder 1000g	21	packs		
29	Dipper (tabo), ordinary	10	pcs		
30	Dishwashing liquid 250ml	2	btls		
31	Dishwashing liquid 500ml	4	btls		
32	Dishwashing liquid 790ml	5	btls		
33	Dishwashing liquid 375ml, refill	1	pouch		
34	Dishwashing liquid 600ml, refill	4	pouches		
35	Dishwashing sponge w/ scrub	3	pcs		
36	Disinfectant spray 170g	2	btls		
37	Door mat (cloth)	10	pcs		
38	Dust pan, plastic	10	pcs		
39	Fabric softener/conditioner	24	sachets		
40	Fabric softener 690ml	5	btls		
41	Face mask, disposable, 50's	4	boxes		
42	Floor Mop w/ handle, plastic	5	pcs		
43	Floor Mop with Spinner	1	pc		
44	Furniture polish/ cleaner 330ml	6	pcs		
45	Garbage bag, large, black	21	rolls		
46	Garbage bag, medium, black	13	rolls		
47	Garbage bag, small, black	5	rolls		
48	Glass cleaner w/ spray bottle 250ml	1	btl		
49	Glass cleaner w/ spray bottle 500ml	9	btls		
50	Glass & Multi Surface Cleaner 500ml	6	btls		
51	Hand sanitizer with push bottle 500ml	14	btls		
52	Hand soap, anti- bacterial, w/ push bottle, 450ml	6	pcs		
53	Multi- insect killer 500ml, waterbased, odorless	2	pcs		
54	Multi- insect killer 600ml, waterbased, odorless	1	btl		
55	Multi- purpose bleach 500ml	28	btls		
56	Multi- purpose bleach 1L	4	btls		
57	Multi- purpose bleach 3785 ml	3	btls		
58	Multi-purpose cleaner, gal	2	gals		
59	Muriatic acid 1L	10	btls		
60	Pail (timba)	4	pcs		
61	Powdered milk, swak 29g	30	sachets		
62	Storage box, big (110 ltrs)	2	pcs		
63	Storage box w/ easy roll on wheels (42liters), black, size: L21.5 x W 15.5 x H 9.25	3	pcs		
64	Surgical gloves	2	boxes		
65	Toilet bowl cleaner 500ml	9	btls		
66	Toilet brush for floor w/ long handle, plastic	5	btls		
67	Toilet brush w/ cup holder, plastic	3	pcs		
68	Toilet deodorizer 50g w/ holder, small	10	pcs		
69	Toilet deodorizer 50g w/o holder, refill, small	17	pcs		
70	Toilet tissue paper 2ply 12's	1	pack		
71	Toilet tissue paper 3ply	56	pcs		
72	Toilet tissue paper 3ply 4's	1	pc		
73	Toilet tissue paper 3ply 12's	4	packs		
74	Toilet plunger	5	pcs		
75	Trash Bin w/ cover, plastic, small	54	pcs		

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 prices noted above

Printed Name / Signature

Tel. No./Cellphone No.
e-mail address

Date