



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 2026-1052

Date: August 13, 2026

The City Government of Tabaco through its Bids and Awards Committee (BAC), intends to procure "Supply & Delivery of Various Office Supplies" with an Approved Budget for the Contract (ABC) amounting to Two Hundred Fourteen Thousand, Six Hundred Fifteen Pesos (Php 214,615.00) through Section 34 Small Value Procurement of the Implementing Rules and Regulations of RA No. 12009.

Please quote your best offer for the items described herein, subject to compliance with the Terms and Conditions provided in this Request for Quotation. Submit your duly signed quotation not later than 9:00AM of August 20, 2026 at the following address:

Atty. William B. Balayo, CPA
Chairman, Bids & Awards Committee
LGU-Tabaco City-BAC Office,
3rd Flr. Annex Building, Tabaco City Hall, Tabaco City

Interested supplier/service provider shall submit the following applicable documentary requirements together with their Price Quotation:

- (1) PhilGEPS Registration Number
- (2) Valid Mayor's/Business Permit¹
- (3) BIR Certificate of Registration²

The winning bidder, upon receipt of the Notice of Award or before the issuance of Purchase Order, shall likewise submit a Notarized Omnibus Sworn Statement, and if applicable, Original Notarized Secretary's Certificate in case of Corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.

Place your proposal in a sealed envelope and indicate the following details on the face of the envelope: Company Name & Address, PhilGEPS Reference No./RFQ No., and Closing Date and Time. PLEASE NOTE THAT WE DO NOT ACCEPT BID PROPOSAL/QUOTATION SUBMITTED THROUGH E-MAIL.

The Head of the Procuring Entity (HoPE) of the City Government of Tabaco reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

For any clarification, you may contact us at mobile no. 0929-881-0584/0995-290-8215 or email address bactabaco2025@gmail.com

DANIEL C. CONFESOR
Chief BAC Secretariat

¹In case of recently expired Mayor's Permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.

²The line of business in the BIR Certificate of Registration and Mayor's Permit must be at least similar or related to the project/items being procured.

End-User:	City Vice Mayor's Office (VMO)	PR No.	2026-08-1253
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INSTRUCTIONS				
Note: Failure to follow these instructions will disqualify your entire quotation. 1) Accomplish this RFQ correctly, accurately and completely. 2) Do not alter the contents of this form in anyway. 3) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to the deadline of extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements / provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/ service provider submits a filled-out RFQ with a supporting document (i.e. a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail. 4) All mandatory technical specifications must be complied with. Failure to comply with any of the mandatory requirements shall render the quotation ineligible/disqualified. 5) Quote your best offer for the item/s below. Blank item/s is not acceptable and shall render your quotation ineligible/disqualified. Choices or alternative offer is also not allowed. Indicate "0" if item is being offered for free. 6) Brand and/or model of item/s offered, if applicable, shall be indicated across the applicable item. For equipment, brochure/ picture with technical specifications of offered item/s shall be submitted. 7) Quotations, including documentary requirements, received after the deadline shall not be accepted.				
TERMS & CONDITIONS				
1) Bidder shall provide correct and accurate information required in this form. 2) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s. 3) Price quotation/s must be valid for a period of ninety (90) calendar days from the date of submission of quotation. 4) Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable. 5) Quotations exceeding the total budget per item and the Approved Budget for the Contract (ABC) shall be rejected. 6) Award of contract shall be made to the lowest quotation (per contract) which complies with the minimum technical specifications and other terms and conditions stated herein. 7) In case two or more bidders are determined to have submitted the Lowest Calculated Quotations / Lowest Calculated and Responsive Quotation, the City Government of Tabaco shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005. 8) The goods and services shall be delivered <u>within 30 calendar days from the receipt of Purchase Order/Contract/Notice to Proceed.</u> 9) Item/s delivered shall be inspected on the scheduled date and time of the Property Inspector/GSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications. 10) Payment shall be processed only after delivery and upon the submission of the required supporting documents, in accordance with the existing government accounting rules and regulations. 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The City Government of Tabaco may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. 12) The City Government of Tabaco may cancel or terminate the contract at any time in accordance with the grounds provided under RA 12009 and its IRR. 13) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project shall be deemed to form part of the contract.				
End-User:	City Vice Mayor's Office (VMO)	PR No.	2026-08-1253	RFQ No. 2026-1052

Date: _____

Name of the Company: _____

Address: _____

TIN: _____PhilGEPS Registration No.: _____

PRICE QUOTATION

Atty. William B. Balayo, CPA
Chairman, Bids & Awards Committee
LGU-Tabaco City-BAC Office,

Dear Sir:

After having carefully read and accepted the Instructions and Terms and Conditions (Annex A) of this Request for Quotation, I/We submit our quotation/s for the item/s as follows:

End-User:	City Vice Mayor's Office (VMO)			PR No.	2026-08-1253		RFQ No. 2026-1052	
Project Name:	Supply & Delivery of Various Office Supplies					Approved Budget for the Contract (ABC)		PHP 214,615.00
Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specifiation ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price	Total Price ²
							(VAT Inclusive)	(VAT Inclusive)
1	Bond Paper, 70gsm, Subs 20, 500 pages, A4, 8.25 x 11.75 icnhes	100	ream	20,400.00				
2	Bond Paper, 70gsm, Subs 20, 500 pages, Legal, 8.5 x 13 inches	100	ream	23,000.00				
3	Bond Paper, 70gsm, Subs 20, 500 pages, Short, 8.5 x 11 inches	30	ream	5,910.00				
4	Specialty Board Paper, 220gsm, Plain, Short, 10 sheet/pack	30	pack	1,050.00				
5	Daily Time Record (for JO Personnel) Form 48, 500 pcs/pack	2	pack	324.00				
6	Sticky Note, 2 x 3, Neon Color, 100 sheet/pad	10	pad	240.00				
7	Sticky Note 4.4 x 1.2cm, 20 sheet/color 5-in-1 set	10	pack	470.00				
8	Ruled Pad Paper, Yellow, 90leaves	10	pad	640.00				
9	Photopaper, A4, Glossy, 10 sheet/pack, 180gsm	10	pack	760.00				
10	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm	10	pack	950.00				
11	Record Book, 200 pages, 280 x 170mm, 7 x 11 inches	15	pcs	1,095.00				
12	Record Book, 300 pages, 214 x 170mm, 7 x 11 inches	20	pcs	1,660.00				
13	Record Book, 500 pages, 214 x 170mm, 7 x 11 inches	15	pcs	1,770.00				
14	Specialty Board Paer, 220gsm, A4, Plain 10 sheet/pack	50	pack	1,850.00				
15	Specialty Board Paper, 220gsm, Legal, Plain, 10 sheet/pack	50	pack	1,900.00				
16	Sticker Paper, 80gsm, Glossy, A4, 10 sheet/pack	20	pack	920.00				
17	Ballpen, Super Point 0.5mm, 12pcs/box, Black	4	box	424.00				

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Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price	Total Price ²
							(VAT Inclusive)	(VAT Inclusive)
18	Ballpen, Super Fine Point 0.5mm, 12 pcs/box, Blue	4	box	424.00				
19	Marker, Permanent, Super Color Marker, Fast-Dying BROAD TYPE, 12 pcs/box, Black	4	box	1,980.00				
20	Marker, Permanent, Super Color Marker, Fast Dying, BROAD TYPE, 12 pcs/box, Blue	4	box	1,980.00				
21	Marker, Permanent, Super Color Marker, Fast-Dying BROAD TYPE, 12 pcs/box, Red	4	box	1,980.00				
22	Pencil with Soft Eraser, #2, Medium Yellow, 12 pcs/box	3	box	435.00				
23	Sign Pen, Gel Pen, 0.5mm, 12 pcs/box, Black	20	box	7,860.00				
24	Sign Pen, Gel Pen, 0.7mm, 12 pcs/box, Blue	20	box	7,860.00				
25	Sign Pen, Hi-Tech Point Rollerball Pen, 0.7mm, Blue	100	pcs	7,500.00				
26	Expanding Envelope with Garter, Kraft Brown, Long, 100 pcs/box	2	box	3,730.00				
27	Fastener, Plastic, 8-1/2" Long, 7cm, 50 set/box	35	box	1,610.00				
28	Folder with Tab, Legal, White, 100 pcs/pack	10	pack	7,980.00				
29	Calculator, Desktop, 12 Digits, With Mark-Up Calculation and Tax Calculation	3	unit	2,451.00				
30	Clip Backfold/Binder Clip, 25mm, 12pcs/box	35	box	1,400.00				
31	Clip Backfold/Binder Clip, 32mm, 12pcs/box	35	box	2,310.00				
32	Clip Backfold/Binder Clip, 50mm, 12pcs/box	30	box	3,480.00				
33	Mailing Envelope, White, Long, 500pcs/box	2	box	700.00				
34	Correction Tape, White, 10m x 5mm	150	pcs	5,400.00				
35	Glue All-Pupose, Non-Toxic, 130gms	15	jar	885.00				
36	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	60	box	900.00				
37	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	60	box	1,740.00				
38	Puncher, Heavy Duty, 2 Hole Guide	2	pcs	558.00				
39	Ruler, Plastic, 12", 300mm x 28mm	6	pcs	330.00				
40	Scissors, Symmetrical/Asymmetrical, 10 inches with Soft Grip Handle	4	pcs	348.00				
41	Stamp Pad Ink (Blue), 30ml	10	pcs	200.00				
42	Stamp Pad, Felt Paper, No. 3	10	pcs	430.00				
43	Staple Wire No. 35, 5000pcs/box	100	box	5,300.00				
44	Stapler, Heavy Duty with Staple Remover, No. 35	4	unit	1,008.00				

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Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price	Total Price ²
							(VAT Inclusive)	(VAT Inclusive)
45	Marker, Highlighter, Fluorescent, 3 Assorted, colors/set	6	set	894.00				
46	Tape Masking, 48mm (2") 100m	5	roll	460.00				
47	Tape, packing, Clear, 48mm (2"), 100m	20	roll	1,080.00				
48	Tape, Transparent, 24mm (1"), 50y	20	roll	400.00				
49	Tape, Packing, Tan, 48mm (2"), 100m	10	roll	540.00				
50	Tape Dispenser, Heavy Duty, 24mm (6.10in x 3.15in x 2.36in)	3	unit	450.00				
51	Double Sided Tape, 1/2 inch, 5m	10	roll	190.00				
52	Documentary Envelope, Long, 100pcs/box	2	box	770.00				
53	EPSON Printer Ink (001) Black, 127ml, Orginal Genuine Ink	20	bottle	16,500.00				
54	EPSON Printer Ink (001) Cyan, 70m, Orginal Genuine Ink	16	bottle	10,032.00				
55	EPSON Printer Ink (001) Magenta, 70ml, Original Genuine Ink	16	bottle	10,032.00				
56	EPSON Printer Ink (001) Yellow, 70ml, Orginal Genuine Ink	16	bottle	10,032.00				
57	EPSON Printer Ink (T00V100/003) Black 65ml, Original Genuine Ink	16	bottle	7,040.00				
58	EPSON Printer Ink (T00V100/003) Cyan 65ml, Original Genuine Ink	15	bottle	7,095.00				
59	EPSON Printer Ink(T00V300/003) Magenta, 65ml, Original Ink	15	bottle	7,095.00				
60	EPSON Printer Ink (T00V400/003) Yellow, 65ml, Original Ink	15	bottle	7,095.00				
61	Pencil Sharpener, Single Cutter Head, 9-10mm in diameter, Heavy Duty	2	pcs	768.00				
Total (Php)								

¹Indicate "**Comply**" or "**Not Comply**". Non-compliance with the minimum required specifications shall be rejected.

²Inclusive of all costs and applicable taxes.

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No./Email Address