



Republic of the Philippines

**Office of the Ombudsman**

**OFFICE OF THE DEPUTY OMBUDSMAN FOR MINDANAO**

Corner of Earth & Libra Streets, GSIS Heights,  
Matina, Davao City

Website: [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph)/[www.philgeps.net.ph](http://www.philgeps.net.ph)

**REQUEST FOR QUOTATION**

The Office of the Ombudsman – Mindanao Office, through its Bids and Awards Committee (BAC), as duly authorized to conduct Small Value Procurement/Shopping in accordance with Sections 53.9 and 52 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

Supplier:	Quotation No: 22-0040June
Address:	PR No: 22-04-030 dtd. April 21, 2022
	Remarks: 1st Canvass
Tel. No.	Date: June 06, 2022

**ATTY. MARIA ILUMINADA S. LAPID-VIVA**

Chairperson, Bids and Awards Committee,  
Office of the Deputy Ombudsman for Mindanao  
Earth corner Libra Streets, GSIS Heights,  
Matina, Davao City

Dear Sir/Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex B, hereunder is our quotation/s for the item/s as follows:

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
	<b>P 761,541.00</b>	<b>1 lot</b>	<b>Various Office Supplies as follows:</b>			
1			80 gallons ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	<input type="checkbox"/> Comply		
2			4 boxes CARBON FILM, legal, Blue	<input type="checkbox"/> Comply		
3			40 pads NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	<input type="checkbox"/> Comply		
4			20 pads NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	<input type="checkbox"/> Comply		
5			20 pads NOTE PAD, stick on, 3" x 3"	<input type="checkbox"/> Comply		
6			50 bks. RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
7			54 bks. RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
8			30 packs BATTERY, dry Cell, size AA	<input type="checkbox"/> Comply		
9			30 packs BATTERY, dry Cell, size AAA	<input type="checkbox"/> Comply		
10			48 bxs. STAPLE WIRE, standard	<input type="checkbox"/> Comply		
11			5 rls. TAPE, electrical	<input type="checkbox"/> Comply		
12			210 rls. TAPE, packaging, 3inches, Armak	<input type="checkbox"/> Comply		
13			248 rls. TAPE, transparent, 24mm, Armak	<input type="checkbox"/> Comply		
14			30 pcs. FLASH DRIVE, 16 GB	<input type="checkbox"/> Comply		
15			20 units MOUSE, WIRELESS, USB	<input type="checkbox"/> Comply		
16			10 bxs. CLIP, backfold, 19mm	<input type="checkbox"/> Comply		
17			66 bxs. CLIP, backfold, 25mm	<input type="checkbox"/> Comply		
18			71 bxs. CLIP, backfold, 32mm	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
19			70 bxs. CLIP, backfold, 50mm	<input type="checkbox"/> Comply		
20			330 pcs. CORRECTION TAPE, 8m	<input type="checkbox"/> Comply		
21			10 bxs. ENVELOPE, documentary, A4, 500's/pack	<input type="checkbox"/> Comply		
22			35 bxs. ENVELOPE, DOCUMENTARY, for legal size document, 500's	<input type="checkbox"/> Comply		
23			35 bxs. ENVELOPE, expanding, kraft, legal, 100's	<input type="checkbox"/> Comply		
24			20 pcs. ENVELOPE, expanding, plastic with handle, Dark Green	<input type="checkbox"/> Comply		
25			20 pcs. ENVELOPE, expanding, plastic with handle, Red	<input type="checkbox"/> Comply		
26			20 pcs. ENVELOPE, expanding, plastic, with handle, Light Pink	<input type="checkbox"/> Comply		
27			20 pcs. ENVELOPE, expanding, plastic, with handle, Pink	<input type="checkbox"/> Comply		
28			20 pcs. ENVELOPE, expanding, plastic, with handle, Violet	<input type="checkbox"/> Comply		
29			20 pcs. ENVELOPE, expanding, plastic, with handle, Yellow	<input type="checkbox"/> Comply		
30			30 pcs. ENVELOPE, expanding, plastic, with handle, Orange	<input type="checkbox"/> Comply		
31			10 pcs. ENVELOPE, expanding, plastic with handle, Blue	<input type="checkbox"/> Comply		
32			10 pcs. ENVELOPE, expanding, plastic with handle, Transparent	<input type="checkbox"/> Comply		
33			10 pcs. ENVELOPE, expanding, plastic, with handle, Green	<input type="checkbox"/> Comply		
34			60 bxs, ENVELOPE, mailing, XXX	<input type="checkbox"/> Comply		
35			160 bxs. FASTENER, metal, non-sharp edges	<input type="checkbox"/> Comply		
36			40 packs FOLDER, Legal, Cream	<input type="checkbox"/> Comply		
37			40 packs FOLDER, Legal, Orange	<input type="checkbox"/> Comply		
38			10 bxs. FOLDER, Legal, Brown	<input type="checkbox"/> Comply		
39			30 sets MARKER, fluorescent	<input type="checkbox"/> Comply		
40			60 pcs. MARKER, permanent, black, bullet type	<input type="checkbox"/> Comply		
41			15 bxs. PENCIL, lead, with eraser	<input type="checkbox"/> Comply		
42			20 pcs. BLADE, for general purpose cutter / utility knife	<input type="checkbox"/> Comply		
43			20 pcs. CUTTER/UTILITY KNIFE, for general purpose	<input type="checkbox"/> Comply		
44			2 pcs. PENCIL SHARPENER, manual, single cutter head	<input type="checkbox"/> Comply		
45			37 pairs SCISSORS, symmetrical	<input type="checkbox"/> Comply		
46			15 pcs. STAPLE REMOVER, plier type	<input type="checkbox"/> Comply		
47			4 pcs. PHILIPPINE NATIONAL FLAG (4' x 8')	<input type="checkbox"/> Comply		
48			30 pcs. ERASER, plastic/rubber	<input type="checkbox"/> Comply		
49			385 pcs. SIGN PEN, black, 0.5	<input type="checkbox"/> Comply		
50			385 pcs. SIGN PEN, blue, 0.5	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
51			190 pcs. SIGN PEN, red, 0.5	<input type="checkbox"/> Comply		
52			10 bxs. ENVELOPE, EXPANDING, Kraftboard - Legal (assorted colors), 100's	<input type="checkbox"/> Comply		
53			120 bxs. STAPLE WIRE, No. 10	<input type="checkbox"/> Comply		
54			75 bxs. STAPLE WIRE, STANDARD, (26/6), Bronze	<input type="checkbox"/> Comply		
55			50 pcs. SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
56			50 pcs. SIGN PEN, BLUE, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
57			50 pcs. SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
58			50 pcs. SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
59			50 pcs. FINGER TIP MOISTENER	<input type="checkbox"/> Comply		
60			12 btls. PRINTER INKS; (Black) Brother, LC 539 XL-BK	<input type="checkbox"/> Comply		
61			8 btls. PRINTER INKS; (Cyan) Brother, LC 535 XL-C	<input type="checkbox"/> Comply		
62			8 btls. PRINTER INKS; (Magenta) Brother, LC 535 XL-M	<input type="checkbox"/> Comply		
63			8 btls. PRINTER INKS; (Yellow) Brother, LC 535 XL-Y	<input type="checkbox"/> Comply		
64			6 btls. PRINTER INKS; HP no. 46 (black)	<input type="checkbox"/> Comply		
65			6 btls. PRINTER INKS; HP no. 46 (color)	<input type="checkbox"/> Comply		
66			3 btls. PRINTER INKS; (black) Canon, CANON ink PG-40	<input type="checkbox"/> Comply		
67			3 btls. PRINTER INKS; (color) Canon, CANON ink CL-41	<input type="checkbox"/> Comply		
68			78 bxs. PAPER CLIP, metallic, length: 32mm min	<input type="checkbox"/> Comply		
69			96 bxs. PAPER CLIP, metallic, length: 48mm min	<input type="checkbox"/> Comply		
70			36 bxs. RUBBER BAND, No. 18, jumbo	<input type="checkbox"/> Comply		
71			30 btls. STAMP PAD INK, blue	<input type="checkbox"/> Comply		
72			25 btls. STAMP PAD INK, black	<input type="checkbox"/> Comply		
73			15 btls. STAMP PAD INK, red	<input type="checkbox"/> Comply		
74			10 pcs. DATER, Big, Self-Inking	<input type="checkbox"/> Comply		
75			20 pcs. DATER, Small, Self-Inking	<input type="checkbox"/> Comply		
76			100 pcs. MARKER, PERMANENT, broad type, black, Pilot	<input type="checkbox"/> Comply		
77			70 pcs. MARKER, PERMANENT, broad type, blue, Pilot	<input type="checkbox"/> Comply		
78			60 pcs. MARKER, PERMANENT, broad type, red, Pilot	<input type="checkbox"/> Comply		
79			200 pcs. PEN, Ballpoint (BLACK)	<input type="checkbox"/> Comply		
80			200 pcs. PEN, Ballpoint (BLUE)	<input type="checkbox"/> Comply		
81			75 pcs. PEN, Ballpoint (RED)	<input type="checkbox"/> Comply		
82			10 bxs. PUSH PINS	<input type="checkbox"/> Comply		
83			1,350 rms. PAPER, Multi-Purpose, 80 gms - Legal	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
84			4 bxs. FOLDER, PRESSBOARD, Legal (Orange)	<input type="checkbox"/> Comply		
85			2 bxs. FOLDER, PRESSBOARD, Legal (Assorted Colors)	<input type="checkbox"/> Comply		
86			250 btl. PASTE, Glue Pen	<input type="checkbox"/> Comply		
87			2 pcs. CONSTRUCTION ADHESIVE	<input type="checkbox"/> Comply		
			---NF---	<input type="checkbox"/> Comply		

In compliance with GPPB Resolution No. 30-2017, a warranty retention money equivalent to the following shall be imposed:

- 1% for Expendable Supplies and to be release after 3 months period;
- 3% for Non-expendable Supplies and to be release after 1 year period

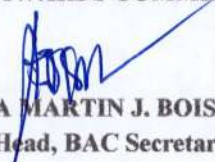
**Deadline of Submission:** June 17, 2022 **TOTAL PRICE:** \_\_\_\_\_  
**Date Posted:** June 07, 2022

\*Important matters/General Terms and Conditions please see at the back

\_\_\_\_\_  
**SUPPLIER'S REPRESENTATIVE**  
(Printed Name)

\_\_\_\_\_  
Signature/Date

**BY THE AUTHORITY OF THE  
BIDS AND AWARDS COMMITTEE**

  
**ARIZONA MARTIN J. BOISER**  
AGIO III/Head, BAC Secretariat

**Please state your PhilGeps Number:** \_\_\_\_\_

**Canvassed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_