



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/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: 23-0066July
Address:	PR No: 23-06-0070 dtd. June 17, 2023
	Remarks: 1st Canvass
Tel. No.	Date: July 19, 2023

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
	₱ 822,904.40	1 lot	Various Office Supplies as follows:			
1			20 gallons ALCOHOL, 68%-72%, scented, 3.785 liters	<input type="checkbox"/> Comply		
2			5 boxes CARBON FILM, legal, blue	<input type="checkbox"/> Comply		
3			60 pads NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	<input type="checkbox"/> Comply		
4			40 pads NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	<input type="checkbox"/> Comply		
5			35 pads NOTE PAD, stick on, 3" x 3"	<input type="checkbox"/> Comply		
6			15 books RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
7			25 books RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
8			15 packs BATTERY, dry Cell, size AA	<input type="checkbox"/> Comply		
9			15 packs BATTERY, dry Cell, size AAA	<input type="checkbox"/> Comply		
10			77 boxes STAPLE WIRE, standard, BRONZE	<input type="checkbox"/> Comply		
11			95 rolls TAPE, masking, 24mm x 100m	<input type="checkbox"/> Comply		
12			124 rolls TAPE, packaging, 48 mm x 100m	<input type="checkbox"/> Comply		
13			209 rolls TAPE, transparent, 24mm x 100m	<input type="checkbox"/> Comply		
14			30 pieces FLASH DRIVE, 16 GB	<input type="checkbox"/> Comply		
15			5 units MOUSE, WIRELESS, USB	<input type="checkbox"/> Comply		
16			75 boxes CLIP, backfold, 19mm	<input type="checkbox"/> Comply		
17			120 boxes CLIP, backfold, 25mm	<input type="checkbox"/> Comply		
18			165 boxes CLIP, backfold, 32mm	<input type="checkbox"/> Comply		
19			25 boxes CLIP, backfold, 50mm	<input type="checkbox"/> Comply		
20			350 pieces CORRECTION TAPE, 8m	<input type="checkbox"/> Comply		
21			2 boxes ENVELOPE, documentary, A4 (500's)	<input type="checkbox"/> Comply		
22			10 boxes ENVELOPE, documentary, Legal (500's)	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
23			20 boxes ENVELOPE, expanding, kraft, legal	<input type="checkbox"/> Comply		
24			15 pieces ENVELOPE, expanding, plastic with handle, Dark Green	<input type="checkbox"/> Comply		
25			15 pieces ENVELOPE, expanding, plastic with handle, Red	<input type="checkbox"/> Comply		
26			15 pieces ENVELOPE, expanding, plastic, with handle, Light Pink	<input type="checkbox"/> Comply		
27			15 pieces ENVELOPE, expanding, plastic, with handle, Pink	<input type="checkbox"/> Comply		
28			15 pieces ENVELOPE, expanding, plastic, with handle, Violet	<input type="checkbox"/> Comply		
29			15 pieces ENVELOPE, expanding, plastic, with handle, Yellow	<input type="checkbox"/> Comply		
30			15 pieces ENVELOPE, expanding, plastic, with handle, Orange	<input type="checkbox"/> Comply		
31			70 boxes ENVELOPE, mailing, XXX	<input type="checkbox"/> Comply		
32			3 boxes FOLDER, A4, Brown	<input type="checkbox"/> Comply		
33			13 boxes FOLDER, Legal, Cream	<input type="checkbox"/> Comply		
34			10 boxes FOLDER, Legal, Orange	<input type="checkbox"/> Comply		
35			15 boxes FOLDER, Legal, Brown	<input type="checkbox"/> Comply		
36			75 sets MARKER, fluorescent, 3 pos	<input type="checkbox"/> Comply		
37			5 boxes PENCIL, lead, with eraser 12's	<input type="checkbox"/> Comply		
38			10 pieces BLADE, for general purpose cutter / utility knife	<input type="checkbox"/> Comply		
39			5 pieces PENCIL SHARPENER, Heavy Duty	<input type="checkbox"/> Comply		
40			14 pairs SCISSORS, Heavy Duty	<input type="checkbox"/> Comply		
41			11 pieces Staple Remover, Plier Type (Metal, Heavy Duty)	<input type="checkbox"/> Comply		
42			1 pieces PHILIPPINE NATIONAL FLAG (4' x 8')	<input type="checkbox"/> Comply		
43			28 pieces ERASER, plastic/rubber	<input type="checkbox"/> Comply		
44			230 pieces SIGN PEN, black, 0.5	<input type="checkbox"/> Comply		
45			227 pieces SIGN PEN, blue, 0.5	<input type="checkbox"/> Comply		
46			123 pieces SIGN PEN, red, 0.5	<input type="checkbox"/> Comply		
47			67 boxes STAPLE WIRE, No. 10	<input type="checkbox"/> Comply		
48			9 pieces STAPLE WIRE REMOVER, TWIN JAWS	<input type="checkbox"/> Comply		
49			15 units STAPLER, No. 10	<input type="checkbox"/> Comply		
50			1 units STAPLER, Binder Type, Heavy Duty (up to 240 sheets)	<input type="checkbox"/> Comply		
51			70 pieces SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
52			70 pieces SIGN PEN, BLUE, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
53			72 pieces SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
54			73 pieces SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
55			10 pieces FINGER TIP MOISTENER	<input type="checkbox"/> Comply		
56			4 cartridges TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	<input type="checkbox"/> Comply		
57			5 bottles PRINTER INKS; (Black) Brother, LC 539 XL-BK	<input type="checkbox"/> Comply		
58			3 bottles PRINTER INKS; (Cyan) Brother, LC 535 XL-C	<input type="checkbox"/> Comply		
59			3 bottles PRINTER INKS; (Magenta) Brother, LC 535 XL-M	<input type="checkbox"/> Comply		
60			3 bottles PRINTER INKS; (Yellow) Brother, LC 535 XL-Y	<input type="checkbox"/> Comply		
61			2 bottles PRINTER INKS; HP no. 46 (black)	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
62			2 bottles PRINTER INKS; HP no. 46 (color)	<input type="checkbox"/> Comply		
63			10 rolls TWINE, plastic	<input type="checkbox"/> Comply		
64			15 pieces RULER, plastic	<input type="checkbox"/> Comply		
65			12 pieces PUNCHER, Heavy Duty	<input type="checkbox"/> Comply		
66			70 boxes PAPER CLIP, metallic, length: 32mm min	<input type="checkbox"/> Comply		
67			85 boxes PAPER CLIP, metallic, length: 48mm min	<input type="checkbox"/> Comply		
68			35 boxes RUBBER BAND, Jumbo	<input type="checkbox"/> Comply		
69			15 pieces DATER, Small, Self-faking	<input type="checkbox"/> Comply		
70			45 pieces MARKER, PERMANENT, broad type, black	<input type="checkbox"/> Comply		
71			35 pieces MARKER, PERMANENT, broad type, blue	<input type="checkbox"/> Comply		
72			20 pieces MARKER, PERMANENT, broad type, red	<input type="checkbox"/> Comply		
73			183 pieces PEN, Ballpoint (BLACK)	<input type="checkbox"/> Comply		
74			170 pieces PEN, Ballpoint (BLUE)	<input type="checkbox"/> Comply		
75			90 pieces PEN, Ballpoint (RED)	<input type="checkbox"/> Comply		
76			4 boxes PUSH PINS	<input type="checkbox"/> Comply		
77			100 boxes FILE BOX, for Documents Filing	<input type="checkbox"/> Comply		
78			400 reams PAPER, Multi-Purpose, 80 gms - A4	<input type="checkbox"/> Comply		
79			1500 reams PAPER, Multi-Purpose, 80 gms - Legal	<input type="checkbox"/> Comply		
80			2 boxes FOLDER, PRESSBOARD, Legal (White) - Expanded, 100's	<input type="checkbox"/> Comply		
81			3 boxes FOLDER, PRESSBOARD, Legal (Green) - Expanded, 100's	<input type="checkbox"/> Comply		
82			4 boxes FOLDER, PRESSBOARD, Legal (Royal/Dark Blue) - Expanded, 100's	<input type="checkbox"/> Comply		
83			3 boxes FOLDER, PRESSBOARD, Legal (Red) - Expanded, 100's	<input type="checkbox"/> Comply		
84			3 boxes FOLDER, PRESSBOARD, Legal (Yellow) - Expanded, 100's	<input type="checkbox"/> Comply		
85			163 pieces PASTE, Glue Pen	<input type="checkbox"/> Comply		
86			3 units CALCULATOR, 16-Digit, Extra-Large Display	<input type="checkbox"/> Comply		
87			15 pieces ARCH FILE - Ring Binder (Green)	<input type="checkbox"/> Comply		
88			10 pieces ARCH FILE - Ring Binder (Blue)	<input type="checkbox"/> Comply		
89			2 rolls DUCT TAPE, 2"	<input type="checkbox"/> Comply		
90			7 packs PHOTO PAPER - Legal	<input type="checkbox"/> Comply		
91			3 packs STICKER PAPER - Legal	<input type="checkbox"/> Comply		
92			10 rolls TAPE, MOUNTING, Double-Sided	<input type="checkbox"/> Comply		
93			5 rolls TAPE, Double-Sided, Adhesive	<input type="checkbox"/> Comply		
94			10 carts TONER, Canon Cartridge, 319	<input type="checkbox"/> Comply		
95			2 pieces ADHESIVE, Bonding Agent	<input type="checkbox"/> Comply		
			--NF--			

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

Date Posted: July 19, 2023

Deadline of Submission: July 28, 2023

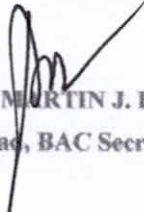
*Important matters/General Terms and Conditions please see at the back

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: _____