



Republic of the Philippines
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BAC/PROCUREMENT OFFICE
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Date: December 23, 2019

REQUEST FOR QUOTATION

RQ No: 2019.12.1290; 1288; 1292; 1291; 1296
Procurement of Janitorial & Office Supplies

J. Mercado
MA. JOSEPHINE M. MERCADO, PhD
 BAC Chairman

GENTLEMEN:

Please quote your price(s) inclusive of VAT for the articles listed below. Failure to complete the price (s) required will render this bid non-responsive but specifying a zero ("0") or a dash ("-") would mean that the item is offered for free.

Period of Delivery: **30 CALENDAR DAYS UPON RECEIPT OF NTP**

Approved Budget for the Contract: **419,868.00**

ITEM NO.	QTY.	UNIT	DESCRIPTION	BRAND (if applicable)	UNIT COST	TOTAL COST
1	16	can	AIR FRESHENER, spray; 320ml; assorted scent			
2	18	bottle	ALCOHOL, 70% ethyl; w/ moisturizer; 500 ml			
3	8	bottle	ALCOHOL, 70% isopropyl; w/ moisturizer; 500 ml			
4	73	piece	BALL PEN, 0.5mm, black; superfine point; water resistant ink			
5	55	piece	BALL PEN, 0.5mm, blue; superfine point; water resistant ink			
6	40	piece	BALL PEN, 0.5mm, red; superfine point; water resistant ink			
7	1	piece	BATTERY CHARGER, for AA/ AAA			
8	4	piece	BATTERY, AA; rechargeable			
9	15	pack	BATTERY, AAA; alkaline; 2 pieces per blister pack			
10	4	piece	BATTERY, AAA; rechargeable			
11	39	piece	BINDER CLIP, backfold; big; 2"			
12	68	piece	BINDER CLIP, backfold; small; 1"			
13	18	pack	BOARD PAPER (Vellum), long; white; 180 gsm			
14	4	ream	BOOK PAPER, A3; 70gsm			
15	227	ream	BOOK PAPER, A4; 80gsm			
16	491	ream	BOOK PAPER, long; 80gsm			
17	49	ream	BOOK PAPER, short; 80gsm			
18	375	piece	BROWN ENVELOPE, long			
19	150	piece	BROWN ENVELOPE, short			
20	3	piece	CALCULATOR, 12-digit; extra large display; dual power; HD			
21	2	piece	CALCULATOR, 14 digits; 2-way power; good quality			
22	20	piece	CERTIFICATE CASE, 8.5x11 inches			

ITEM NO.	QTY.	UNIT	DESCRIPTION	BRAND (if applicable)	UNIT COST	TOTAL COST
23	10	piece	CERTIFICATE CASE, 8.5x13 inches			
24	5	box	CHALK, white, dustless, 100 pcs/box			
25	10	piece	CLEARBOOK long Green color			
26	2	piece	CLEARBOOK, long			
27	15	piece	COMBINDER SPRING, ½ inch			
28	15	piece	COMBINDER SPRING, ¾ inch			
29	5	piece	COMBINDER SPRING, 1 ½ inch			
30	15	piece	COMBINDER SPRING, 1/4 inch			
31	5	piece	COMBINDER SPRING, 2 inches			
32	10	ream	CONSTRUCTION PAPER, long; assorted color			
33	8	ream	CONSTRUCTION PAPER, short; assorted color			
34	1	piece	CORKBOARD, ½" x 4' x 5'			
35	17	piece	CORRECTION PEN, quick dry; 7ml			
36	30	piece	CORRECTION TAPE, 6 meters minimum			
37	1	tube	CUTTER BLADE, heavy duty cutter; 10 pieces per tube			
38	1	piece	CUTTER KNIFE, big; heavy duty			
39	5	piece	DATA FILE BOX, 5"x 9"x 15-3/4"; black			
40	20	piece	DATA FILE BOX, 5"x 9"x 15-3/4"; green			
41	18	piece	DATA FILE BOX, 5"x 9"x 15-3/4"; red			
42	1	piece	DIGITAL STAMP, certified true copy			
43	1	piece	DIGITAL STAMP;RELEASE with date			
44	3	piece	DOCUMENT TRAY; ten tier plastic tray multi-color with metal base			
45	16	roll	DOUBLE SIDED TAPE, 1"; 10 meters length			
46	10	roll	DOUBLE SIDED TAPE, 2"; 10 meters length			
47	2	roll	DUCT TAPE, 2"			
48	260	piece	EXPANDABLE FOLDER, long; green			
49	10	piece	EXPANDING ENVELOPE, long; w/o handle			
50	250	piece	FILE FOLDER, long; brown			
51	175	piece	FILE FOLDER, long; green			
52	293	piece	FILE FOLDER, long; white			
53	77	piece	FILE FOLDER, short; white			
54	1	piece	FILE HOLDER STAND MAGAZINE RACK; desktop; 2-compartments; metal frame with screw fixing; steel mesh design; color: black; Size: 24 x 19.5 x 31.3 cm (L x W x H); upright			
55	5	roll	GLASS STICKER, Frosted (5 m by .45m)			
56	2	piece	GLUE GUN, big			
57	10	piece	GLUE STICK small			
58	121	piece	GLUE STICK, big			
59	12	tube	GLUE, all purpose; 130 grams min.			
60	4	bottle	HAND SANITIZER SPRAY; 100 ml			
61	5	bottle	HAND SANITIZER, puff, 500ml			
62	39	piece	INDEX TAB, self-adhesive, 5 set/box, assorted colors			
63	10	piece	INDEX TAB, self-adhesive, 5 set/box, blue colors			
64	50	pack	LAI D BOARD, long; 10's; white			
65	25	pack	LAI D BOARD, long; assorted color; 10's; glossy			
66	44	pack	LAI D BOARD, long; cornfield cream; 10's			
67	35	pack	LAI D BOARD, short; 10's; white			
68	25	pack	LAI D BOARD, short; cornfield cream ; 10's			
69	20	pack	LAI D PAPER, long; assorted color; 20s			
70	20	pack	LAI D PAPER, long; white; 20s			
71	20	pack	LAI D PAPER, short; assorted color; 20s			
72	25	pack	LAI D PAPER, short; white or pale cream; 20s			

ITEM NO.	QTY.	UNIT	DESCRIPTION	BRAND (if applicable)	UNIT COST	TOTAL COST
73	1	piece	LASER POINTER PRESENTATION REMOTE CONTROL			
74	70	piece	MAILING ENVELOPE, white with logo; long			
75	45	piece	MAILING ENVELOPE, white; long			
76	8	piece	MARKER, fluorescent; blue			
77	2	piece	MARKER, fluorescent; yellow			
78	7	roll	MASKING TAPE, 1"; 15meters length			
79	5	roll	MASKING TAPE, 2"; 15meters length			
80	203	ream	MIMEOGRAPHING PAPER, groundwood; long			
81	3	ream	MIMEOGRAPHING PAPER, groundwood; short			
82	5	ream	MIMEOGRAPHING PAPER, white wove; long			
83	10	ream	MIMEOGRAPHING PAPER, white wove; short			
84	3	piece	NOTEBOOK, Steno			
85	10	roll	PACKING TAPE 3"transparent 50 meters length			
86	20	roll	PACKING TAPE, 2"; 50 meters length			
87	15	box	PAPER CLIP, big; plastic coated			
88	14	box	PAPER CLIP, small; plastic coated			
89	32	box	PAPER FASTENER, plastic, 50 sets/box			
90	5	pad	PAPER, Yellow Pad			
91	4	piece	PEN HOLDER			
92	5	piece	PENCIL ERASER, rubber; medium			
93	1	piece	PENCIL SHARPENER, table top; heavy duty			
94	5	box	PENCIL, lead with eraser; No. 2;12's			
95	2	box	PENCIL, lead; w/eraser; No.1; 12s			
96	2	box	PENCIL, lead; w/eraser; No.2; 12s			
97	18	piece	PENTEL PEN, broad; black			
98	13	piece	PENTEL PEN, broad; blue			
99	10	piece	PENTEL PEN, broad; red			
100	16	piece	PENTEL PEN, fine; black			
101	12	piece	PENTEL PEN, fine; blue			
102	10	piece	PENTEL PEN, fine; red			
103	10	piece	PENTEL PEN, whiteboard; black			
104	10	piece	PENTEL PEN, whiteboard; blue			
105	10	piece	PENTEL PEN, whiteboard; red			
106	15	pack	PHOTO PAPER STICKER, A4; 10's			
107	11	pack	PHOTO PAPER, A4; 10's			
108	7	pack	PHOTOPAPER STICKER, 10s			
109	5	meter	PLASTIC COVER, #4			
110	1	roll	PLASTIC COVER, 0.20 mm thick; #8			
111	18	pad	POST IT, Arrow Sticky Note			
112	8	box	POST IT, Arrow Sticky Note box			
113	2	piece	PUNCHER, 2-holes, w/ paper centering guide; heavy duty			
114	5	piece	PUSH PIN, flat head type; assorted colors;			
115	17	piece	RECORD BOOK, 150 pages			
116	14	piece	RECORD BOOK, 300 pages			
117	19	piece	RECORD BOOK, 500 pages			
118	2	bottle	REFILL INK, pentel pen; black			
119	1	bottle	REFILL INK, pentel pen; blue			
120	5	tube	REFILL INK, stamping pad black 30 ml			
121	5	tube	REFILL INK, stamping pad; violet; 30ml			
122	1	box	RUBBER BAND, flat; big; 350g			
123	2	box	RUBBER BAND, small			
124	5	piece	RULER, plastic; 12"; good quality			

ITEM NO.	QTY.	UNIT	DESCRIPTION	BRAND (if applicable)	UNIT COST	TOTAL COST
125	1	pair	SCISSOR, HD; 6"			
126	2	pair	SCISSOR, HD; 8"			
127	1	piece	SD CARD 32 GB for camera			
128	17	piece	SIGN PEN , 0.3; black			
129	10	piece	SIGN PEN REFILL, 0.5; black			
130	10	piece	SIGN PEN, 0.4; black			
131	10	piece	SIGN PEN, 0.4; blue			
132	5	piece	SIGN PEN, 0.4; pink			
133	5	piece	SIGN PEN, 0.4; red			
134	49	piece	SIGN PEN, 0.5; black			
135	33	piece	SIGN PEN, 0.5; blue			
136	17	piece	SIGN PEN, 0.5; red			
137	4	piece	STAMPING PAD, felt pad; medium			
138	17	box	STAPLE WIRE, #35			
139	2	piece	STAPLER # 35 with Remover			
140	4	piece	STAPLER, w/ staple wire remover, #35; heavy duty			
141	12	pad	STICKER PAD, 2" x 3"			
142	32	pad	STICKER PAD, 3"x 4"			
143	12	pad	STICKER PAD, short; white; gloss finish; 10s			
144	2	pad	STICKY NOTE, post-it highlighting flags			
145	2	piece	TAPE DISPENSER, big; table top			
146	20	box	THUMBTRACKS, #153; 100pcs/box			
147	2	roll	TRANSPARENT TAPE, 2"; 50 meters			
148	1	piece	VERTICAL FILE ORGANIZER, inclined, 3 compartments, steel mesh, black; WIDTH: 11.25" x DEPTH: 4.5" x HEIGHT: 12"			
149	1	unit	WALL CLOCK, analog, quality			
150	2	piece	WHITEBOARD ERASER			
151	13	piece	WHITEBOARD MARKER, black			
152	6	piece	WHITEBOARD MARKER, blue			
153	6	piece	WHITEBOARD MARKER, red			
154	2	bottle	DRAIN CLEANER, liquid sosa, 500ml			
155	5	bottle	TOILET BOWL CLEANER, 500 ml			
TOTAL AMOUNT IN WORDS AND FIGURES						

This Request for Quotation can be e-mailed/submitted in a duly marked sealed envelope on or before 9:00 AM of December 27, 2019 to Mrs. Jean Allen P. Alejandro at the BAC/Procurement Office.

Signature: _____
Printed Name: _____
Position in Firm: _____
Name of Firm: _____
Business Address: _____
Telephone No.: _____

Canvassed by:
Signature: _____
Name: _____
Designation: _____