



REPUBLIC OF THE PHILIPPINES  
PROVINCIAL GOVERNMENT of BATANGAS  
Capitol Site, Kumintang Ibaba, Batangas City 4200



**BIDS and AWARDS COMMITTEE**

**REQUEST FOR QUOTATION (RFQ)  
Small Value Procurement (SVP)**

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

The **Provincial Government of Batangas**, through its **Bids and Awards Committee (BAC)**, invites suppliers to submit price quotations for the procurement of the item/s described below, taking into consideration the stated **Procurement Terms and Conditions**.

**PROJECT NAME: Purchase and Delivery of Office Supplies {e.g., 50 packs All Purpose Sticker Paper (A4 10's/pack, matte); 180 reams Bond Paper Long (80gsm, sub. 24); 180 reams Bond Paper Short (80gsm, sub.24); etc... for use of the Educational Assistance Services Division under the Office of the Provincial Governor.**

**APPROVED BUDGET FOR THE  
CONTRACT (ABC):Php 324,245.00**

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	All-Purpose Sticker Paper A4 10's/pack, matte	50	packs		
2	Bond Paper Long, 80gsm, Sub.24	180	reams		
3	Bond Paper Short , 80 gsm, sub. 24	180	reams		
4	Bond Paper A4 , 70 gsm, sub. 20	180	reams		
5	double adhesive tape 1"	20	rolls		
6	glue/adhesive tape	10	pieces		
7	correction tape	150	pieces		
8	tape, transparent, 1", 100m	50	rolls		
9	highlighter,assorted color	10	boxes		
10	marker, permanent, black (broad)	80	pieces		
11	marker, permanent, black (fine)	80	pieces		
12	marker, permanent, red (broad)	30	pieces		
13	marker, permanent, blue (broad)	30	pieces		
14	Pencil, lead, with eraser, one (1) doz per box	20	boxes		
15	pencil sharpener (heavy duty)	10	pieces		
16	packaging tape 2", 300m, clear	20	rolls		
17	rubber eraser	20	pieces		
18	mouse pads	20	pieces		
19	Ball pen Blue 0.5 mm	200	pieces		
20	Ball pen Black 0.5 mm	500	pieces		
21	Ballpoint Pen - fine point black	200	pieces		
<b>Page 1 of 3</b>		<b>SUB TOTAL:</b>			

Amount in Words: \_\_\_\_\_

PR. NO. 0126-0213

SVP NO. 2026-0215



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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	<i>balance forwarded</i>				
22	Sign gen Pen, 0.5 smooth ink pen black	300	pieces		
23	Paper Clip small	10	boxes		
24	Long expandable folder	50	pieces		
25	Long Plastic envelope	50	pieces		
26	pair of scissors stainless, size 8	3	pieces		
27	stapler #35, standard with remover	20	pieces		
28	staple wire standard #35	50	boxes		
29	Binder clip 1 5/8", 12s	40	boxes		
30	Binder clip 2", 12s	14	boxes		
31	PVC binding cover, clear, 200 mic, 100s	1	packs		
32	PVC binding element 8mm	5	packs		
33	PVC binding element 18mm	5	packs		
34	PVC binding element 25mm	4	packs		
35	folder short white	100	pieces		
36	folder long white	300	pieces		
37	metal fasteners for paper, 50 sets per box	20	boxes		
38	steno notebook	50	pieces		
39	Rubber Band, 350g	8	boxes		
40	Ink Cart, Epson 003 , Black	20	cart		
41	Ink Cart, Epson 003 , cyan	10	cart		
	<b>Page 2 of 3</b>		<b>SUB TOTAL:</b>		

Amount in Words: \_\_\_\_\_



## PROCUREMENT TERMS AND CONDITIONS

1. Suppliers shall provide complete, correct, and accurate information required in this **Request for Quotation (RFQ)**, the form for which may be acquired at the 2nd Floor BAC Office, Provincial Capitol Compound, Kumintang Ibaba, Batangas City or the downloaded from the herein Associated Components. To ensure that the official, legal and original RFQ form is submitted, **ONLY** RFQ forms stamped with the BAC seal will be accepted by the BAC Office for this purpose.

2. Submit two (2) copies ( 1 original and 1 photocopy) of RFQ form together with the documentary requirements mentioned below:

- PhilGEPS Registration Number/Certificate;
- Registration Certificate from SEC, DTI for sole proprietorship/CDA for Cooperative
- Valid 2026 Mayor's/Business Permit;
- Certificate of Registration BIR
- Professional License/CV (for Consulting Services)
- Notarized Omnibus Sworn Statement (OSS).
- Notarized Authority of the signatory if executed by its duly authorized representative
- Licensed to Operate (LTO) and Certificate of Product Registration issued by the Food and Drug Administration (For Drugs and Medicines Only)

Every envelope must be sealed, labeled (Original and Copy 1 ), and bear a signature across the seal flap in order to protect the integrity and transparency of the submitted envelopes. If the submission will be made by a representative, a notarized authorization letter with a valid company ID must be presented. The sealed envelopes must be submitted personally at 2nd Floor BAC Office, Provincial Capitol Compound, Kumintang Ibaba, Batangas City not later than **March 02, 2026, 9:00 A.M.**

3. Price quotations shall be:

- Valid for thirty (30) calendar days from submission;
- Denominated in Philippine Peso; and
- Inclusive of all applicable taxes, duties, and levies.

4. The contract shall be awarded to the supplier with the **Lowest Calculated Responsive Quotation (LCRQ)**, compliant with all technical requirements and conditions herein.

5. Quotations that exceed the Approved Budget for the Contract (ABC) shall be automatically rejected.

6. In the event that two (2) or more suppliers are determined to have submitted the Lowest Calculated and Responsive Quotation (LCRQ), the PGOB/BAC] shall resolve the tie through the method of "drawing of lots," pursuant to procurement rules.

7. Delivery period shall be within **fifteen (15) calendar days** upon receipt of the Purchase Order.

8. Delivery of items shall be made in accordance with the supplier's accepted offer.

9. All delivered items shall be subject to inspection by the PGOB/BAC] on the scheduled date and time. Acceptance and acknowledgment of delivery shall only be made upon full compliance with the required technical specifications.

10. Suppliers must be able to identify and present service centers or satellite offices within Batangas Province through which issues with the delivered items may be addressed and resolved during the duration of the warranty period.

11. The Procuring Entity reserves the right to cancel or terminate the contract at any time in accordance with Republic Act No. 12009 (amending RA 9184) and its Implementing Rules and Regulations (IRR).

***I have read and fully understood the Procurement Terms and Conditions stated in this Request for Quotation (RFQ). By signing below, I hereby agree to comply with and be bound by said Terms and Conditions.***

<b>Company Name:</b>		<b>TIN:</b>	
<b>Address:</b>		<b>Email Address:</b>	
<b>Contact No.:</b>		<b>PhilGEPS Reg. No.</b>	
<b>Authorized Representative :</b>		<b>Date:</b>	
	<b>Signature over Printed Name</b>		