



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., 20 packs All Purpose Sticker Paper (A4 10's/pa (A4 10's/pack,, matte); 20 packs A-Z sticky tabs (Alphabet Tabblings); 10 boxes Ballpoint Pen (Fine Point Black, 12's); etc...} for use of Provincial Administrator's Office.

APPROVED BUDGET FOR THE CONTRACT (ABC):Php 325,759.00

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	All Purpose Sticker Paper - A4 10's/Pack), matte	20	packs		
2	A-Z sticky tabs (Alphabet Tabblings)	20	packs		
3	Ballpoint Pen - Fine Point Black (12's)	10	boxes		
4	Battery AA (Pack of 2)	3	packs		
5	Battery AAA (pack of 2)	3	packs		
6	Binder clip / Clip Backfold 2" (12's/Pack)	15	packs		
7	Binder clip / Clip Backfold 1" (12's/Pack)	15	packs		
8	Binder clip / Clip Backfold 1/2" (12's/Pack)	5	packs		
9	Board Eraser	2	pcs		
10	Board Paper for Calling Card (Specialty Board Long 10's/pack)	5	packs		
11	Board Paper for Calling Card (Specialty Board Short 10's/pack)	5	packs		
12	Bond Paper , Short, 70gsm, Sub.20	100	reams		
13	Bond Paper, Long, 70gsm, Sub .20	100	reams		
14	Bond Paper,A4, 70gsm,	10	reams		
15	COPY PAPER A3 80GSM	5	reams		
16	Bundy Clock Card 100pcs./pack	3	packs		
17	Bundy Clock Ribbon Digital	2	pcs		
18	Calculator 14 Digits Dual Power	2	units		
19	Clearbook Long	20	pcs		
20	Clearbook Refill Long	3	pack		
21	Computer Mouse , USB Port	3	pcs		
Page 1 of 5		SUB TOTAL:			

Amount in Words: _____



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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	<i>balance forwarded</i>				
22	Correction Pen, metal tip , quick dry	15	pcs		
23	Correction Tape 8M	10	pcs		
24	Cutter Big Heavy Duty	2	pc		
25	Desk Organizer Metal Black 3 IN 1	10	pcs		
26	Double Sided Tape 2", 10m.	6	pcs		
27	Envelope Brown Long	90	pcs		
28	Envelope Brown Short	50	pcs		
29	Envelope, Expanding, long with garter	50	pcs		
30	Envelope Plastic Expanding with Handle (long)	15	pcs		
31	Envelope Plastic Expanding without Handle (long)	10	pcs		
32	Folder Long (White)	79	pcs		
33	Folder Short (White)	50	pcs		
34	Folder pressboard plain legal	150	pcs		
35	Frixion Ball Erasable Gel Pen 0.5, black	15	pcs		
36	Frixion Ball Erasable Gel Pen 0.5, black refill	7	pcs		
37	Glue 130 g. - non-toxic	5	pcs		
38	Highlighter, Assorted color	40	pcs		
39	Keyboard , USB	2	units		
40	Laminating Film (A4 A3 Short Long)	1	pack		
	250 Microns Laminator 50sheets/pack				
	Page 2 of 5			SUB TOTAL:	

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	<i>balance forwarded</i>				
41	Laid Specialty Paper 85gsm (Long) (IVORY)	15	reams		
42	Laid Specialty Paper 85gsm (Short) (IVORY)	5	reams		
43	Magazine File Box / Data File Box	20	pcs		
44	Masking Tape 1", 20m.	4	pcs		
45	Memo Pad - Assistant Provincial Administrator	12	pads		
46	Memo Pad - Provincial Administrator	25	pads		
47	Note pad 3 x 3 (100's)	15	pads		
48	Note pad 2 x 3 (100's)	15	pads		
49	Note pad 1 x 3 (100's)	15	pads		
50	Packaging Tape 2 "	3	pcs		
51	Paper clip - Big, 50g.	20	boxes		
52	Paper clip - small, 50g.	20	boxes		
53	Paper Fastener Metal 50's/ box	8	boxes		
54	Pencil Sharpener Heavy Duty	2	pc		
55	Permanent marker black (Fine)	15	pcs		
56	Photo paper, Matte, A4 10's/Pack (240 gsm)	5	packs		
57	Plastic Comb Binder Rings Spines , 25 rings	5	pcs		
58	Plastic Comb Binder Rings , 3/4 PRB 20mm	5	pcs		
59	Plastic Comb Binder Rings , size 1/2 12mm	3	pcs		
60	Plastic Ruler 12"	4	pcs		
	Page 3 of 5		SUB TOTAL :		

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	<i>balance forwarded</i>				
61	Puncher Heavy Duty, Steel 2 hole punch	2	pcs		
62	Push Pin Colored 100's/Box	2	case		
63	PVC Binding Film Clear ,200 Micron 100 sheets	1	ream		
64	Record Book 150 pages	10	pcs		
65	Record Book 500 pages	10	pcs		
66	Rubber Band Big, 350g	3	boxes		
67	Rubber Eraser, big (2")	4	pcs		
68	Scissor (6")	2	pairs		
69	Self inking stamp (RECEIVED BY) (with date & name of office)	3	pcs		
70	Self inking stamp Printer S-842 (for the governor)	3	pcs		
71	Self inking stamp (facsimile)	3	pcs		
72	Sign pen - .5 black (12's)	10	boxes		
73	Sign pen - .5 blue (12's)	10	boxes		
74	Sign pen - .5 orange (12's)	10	boxes		
75	Sign Pen 1.0 Gel Impact Black	10	boxes		
76	Sign Pen 1.0, Gel Impact Black Refill	5	boxes		
77	Stamp Pad	2	pcs		
78	Staple wire #35 big	10	boxes		
79	Stapler with Remover, Stapler #35	5	pcs		
80	Steno Notebook - 60 Leaves	10	pcs		
	Page 4 of 5		SUB TOTAL:		

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	<i>balance forwarded</i>				
81	Tape Dispenser for 1" tape, heavy duty	1	pcs		
82	Tape Flag, Sign Here 50's	40	pads		
83	Tape Flags Neon Arrow Head	40	pads		
84	Transparent Tape 1" 50 yards	12	pcs		
85	USB Flash Drive 128 GB	4	pcs		
86	Water based stamp ink, 28m	2	pcs		
87	Whiteboard Marker Black	13	pcs		
88	Whiteboard Marker Blue	5	pcs		
89	Whiteboard Marker Red	5	pcs		
90	2 Ring D-Type Binder Folder Long	5	pcs		
91	2 Ring D-Type Binder Folder Short	5	pcs		
	Ink and Toners (For Printers)				
92	001 (BK)	10	pcs		
93	001 (C)	2	pcs		
94	001 (M)	2	pcs		
95	001 (Y)	2	pcs		
96	003 (BK)	10	pcs		
97	003(C)	2	pcs		
98	003(M)	2	pcs		
99	003(Y)	2	pcs		
100	008 (BK)	8	pcs		
101	008 (C)	8	pcs		
102	008 (M)	8	pcs		
103	008 (Y)	8	pcs		
	Page 5 of 5			TOTAL AMOUNT:	

Total 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.

Company Name:		TIN:	
Address:		Email Address:	
Contact No.:		PhilGEPS Reg. No.	
Authorized Representative :	Signature over Printed Name	Date:	_____