



**REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PAMPANGA  
MUNICIPALITY OF FLORIDABLANCA**

**BIDS AND AWARD COMMITTEE**

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**REQUEST FOR QUOTATION**

The Municipality of Floridablanca, will undertake Shopping for the "Purchase of Various Office Supplies to be used at Different Offices in this Municipality" in accordance with the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: Purchase of Various Office Supplies to be used at Different Offices in this Municipality

Location: Municipality of Floridablanca

Approved Budget for the Contract: Seventy Seven Thousand Eight Hundred Five Pesos (P 77,805.00)

Delivery Date: Within Fifteen (15) Days upon approval and receipt of Purchase Order.

Interested supplier's are required to submit their valid and current Mayor's Permit, Philgeps Registration Certificate and Price Proposal (Annex A).

Submission of proposal and eligibility documents is on August 25, 2022 to August 30, 2022 before 5:00 P.M. address to Mr. Albert P. Soto at the Procurement Office, Municipality of Floridablanca, Floridablanca, Pampanga.

Annex "A"

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

BAC Members  
Municipality of Floridablanca  
Floridablanca, Pampanga

Sir /Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item No.	Item Description	Quantity	Unit of Issue	Estimated Unit Price	Estimated Total Price
1	Paper Multi-Purpose Legal 70gsm	120	reams	250.00	30,000.00
2	Paper Multi-Purpose A4 70gsm	50	reams	225.00	11,250.00
3	Ballpen Black(25's)	11	boxes	165.00	1,815.00
4	Sign Pen Black(0.5/gel pen)	5	boxes	1,250.00	6,250.00
5	Stapler with Remover /Heavy Duty	5	pcs	500.00	2,500.00
6	Sticky Note(3"x4")	4	pad	45.00	180.00
7	Data File Box	20	pcs	125.00	2,500.00
8	Marker/Permanent Black/Fine	7	boxes	495.00	3,465.00
9	Pencil #1	14	boxes	105.00	1,470.00
10	Plastic Envelope Long	50	pcs	25.00	1,250.00
11	Fastener Plastic	5	boxes	50.00	250.00
12	Heavy Duty Metal Bookend	30	pcs	210.00	6,300.00
13	Yellow Paper	25	pad	75.00	1,875.00
14	Highlighter/Assorted Colors	5	boxes	495.00	2,475.00
15	Marker/Permanent Black/Broad	5	boxes	495.00	2,475.00
16	White Board Marker Black	5	boxes	750.00	3,750.00
<b>TOTAL</b>					<b>P 77,805.00</b>

(Amount in Words) Seventy Seven Thousand Eight Hundred Five Pesos

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

Annex "A"

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

BAC Members  
Municipality of Floridablanca  
Floridablanca, Pampanga

Sir /Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is

Item No.	Item Description	Quantity	Unit of Issue	Unit Price	Total Price
1	Paper Multi-Purpose Legal 70gsm	120	reams		
2	Paper Multi-Purpose A4 70gsm	50	reams		
3	Ballpen Black(25's)	11	boxes		
4	Sign Pen Black(0.5/gel pen)	5	boxes		
5	Stapler with Remover /Heavy Duty	5	pcs		
6	Sticky Note(3"x4")	4	pad		
7	Data File Box	20	pcs		
8	Marker/Permanent Black/Fine	7	boxes		
9	Pencil #1	14	boxes		
10	Plastic Envelope Long	50	pcs		
11	Fastener Plastic	5	boxes		
12	Heavy Duty Metal Bookend	30	pcs		
13	Yellow Paper	25	pad		
14	Highlighter/Assorted Colors	5	boxes		
15	Marker/Permanent Black/Broad	5	boxes		
16	White Board Marker Black	5	boxes		
<b>TOTAL</b>					

(Amount in  
Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.