



REQUEST FOR QUOTATION  
Negotiated Procurement-Small Value Procurement

**Purchase of Office Supplies, Printer Ink and Toners**  
**RFQ NO. NP-SVP-2021-41**

The Bureau of Quarantine (BOQ), hereinafter referred to as “the Purchaser”, requires the **Purchase of Office Supplies, Printer Ink and Toners** The details of the project are as follows:

Name of Project:	<b><u>Purchase of Office Supplies, Printer Ink and Toners</u></b>
Location:	<b><u>BOQ, Port Area, Manila</u></b>
Description:	<b><u>Please use the attached RFQ, Tech Specs Price Schedule and Schedule of Requirements</u></b>
ABC:	<b><u>Two Hundred Ninety-Five Thousand Four Hundred Ninety-Four Pesos Only (Php 295,494.00)</u></b>
Delivery period:	<b><u>Seven (7) Calendar Days upon issuance of NTP</u></b>

1. Bidding procedures will be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (R.A. 9184).
2. Quotations must be delivered at the Procurement Section, 2<sup>nd</sup> Floor, Bureau of Quarantine, 25<sup>th</sup> St., Port Area, Manila on or before 10:00AM **July 13, 2021**
3. Opening of quotation shall be on 10:00AM **July 13, 2021** at P.E Conference Room, 25<sup>th</sup> A.C Delgado St., Port Area Manila
4. All quotations must be typed or written in indelible ink and must be placed in sealed envelope using the attached Price Schedule and Technical Specifications. Please include the following eligibility documents in the envelope:  
**Mayor's/Business Permit**  
**PhilGEPS Registration Number**  
**Omnibus Sworn Statement**
5. Bids shall be valid for **ninety (90) calendar** days from the Opening of Bids.
6. DELIVERY SITE: **Bureau of Quarantine, 25<sup>th</sup> and A.C Delgado St., Port Area Manila**
7. The BOQ reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
8. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.

**CARLOS DELA REYNA JR, MD, MDM**  
Chairperson, Bids and Awards Committee  
Bureau of Quarantine, 25<sup>th</sup> St., Port Area, Manila  
318-7500 loc 117

**TECHNICAL SPECIFICATIONS**  
**Purchase of Office Supplies, Printer Ink and Toners**  
**RFQ NO. NP-SVP-2021-41**

Item	Purchaser's Specifications	Supplier's Specifications
1	Battery, dry cell, AA, 2 pcs/pack	
2	Battery, dry cell, AAA, 2 pcs/pack	
3	Ballpen, Red	
4	Clip, Backfold 3/4", 19mm	
5	Continuous Form, 3 ply, 280mm x 241mm	
6	Correction Tape	
7	Cutter Knife, Heavy Duty	
8	Envelope, A4 Size Documentary, 500pc/box	
9	Envelope, Mailing, White, 500pc/box	
10	Fastener, Metal	
11	Folder, Legal Size, Tagboard, 100pc/pack	
12	Flash Drive, 16GB	
13	Ink for Stamp pad, 30ml, Black	
14	Ink for Stamp pad, 30ml, Violet	
15	Insecticide, Aerosol type	
16	Marker, Whiteboard, Black	
17	Marker, Whiteboard, Blue	
18	Marker, Permanent, Black	
19	Marker, Permanent, Blue	
20	Mouse, Optical, USB Connection	
21	Record Book, 300 pages	
22	Record Book, 500 pages	
23	Ruler, 12", 305mm, plastic	
24	Scissor, Symmetrical pair	
25	Sharpener, A-5, w/ Automatic feeder stainless	
26	Stamp Pad, #1, Black	

27	Stamp Pad, #2, Black	
28	Stamp Pad, #2, Violet	
29	Stamp Pad, #4, Black	
30	Stamp Pad, #4, Violet	
31	Stapler Wire, No. 35 26/6	
32	Staple Wire Remover, plier type	
33	Tape, Masking 1", 24mm	
34	Tape, Masking 2", 48mm	
35	Tape, Transparent 1", 24mm	
36	Tape, Transparent 2", 48mm	
37	Tape Dispenser, Table Top for 24mm, width tape	
38	Trash Bag, Plastic 10pcs/pack	
39	Twine, Plastic Straw	
40	HP Ink, No. 680, F6V27AA, Black (Original Brand)	
41	HP Ink, No. 680, F6V26AA, Tri-color (Original Brand)	
42	Samsung Toner, MLT D103L, Black (Original Brand)	
43	Epson Ink, C13T664100 (T6641), Black (Original Brand)	
44	Epson Ink, C13T664200 (T6642), Cyan (Original Brand)	
45	Epson Ink, C13T664300 (T6643), Magenta (Original Brand)	
46	Epson Ink, C13T664400 (T6644), Yellow (Original Brand)	
47	Epson Ink, C13T00V100 (003), Black (Original Brand)	
48	Epson Ink, C13T00V200 (003), Cyan (Original Brand)	
49	Epson Ink, C13T00V300 (003), Magenta (Original Brand)	
50	Epson Ink, C13T00V400 (003), Yellow (Original Brand)	
51	Canon Ink, GI-790, Black (Original Brand)	
52	Epson Ink, T637, Black (Original Brand)	
53	Epson Ink, T637, Cyan (Original Brand)	
54	Epson Ink, T637, Yellow (Original Brand)	
55	Epson Ink, T637, Magenta (Original Brand)	
56	Epson Ink, T637, Light Cyan (Original Brand)	

57	Epson Ink, T637, Light Magenta (Original Brand)	
58	Kyocera Toner TK-6329, Black (Original Brand)	

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Name of Company

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Address

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Signature Over Printed Name

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Telephone/Fax Number

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Email:

**PRICE SCHEDULE**  
**Purchase of Office Supplies, Printer Ink and Toners**  
**RFQ NO. NP-SVP-2021-41**

Item No	Item Description	Qty	Unit	ABC	Unit Price	Amount
1	Battery, dry cell, AA, 2 pcs/pack	30	pack	3,750.00		
2	Battery, dry cell, AAA, 2 pcs/pack	30	pack	5,700.00		
3	Ballpen, Red	100	pc	900.00		
4	Clip, Backfold 3/4", 19mm	50	box	1,000.00		
5	Continuous Form, 3 ply, 280mm x 241mm	10	box	10,900.00		
6	Correction Tape	100	pc	3,000.00		
7	Cutter Knife, Heavy Duty	20	pc	1,180.00		
8	Envelope, A4 Size Documentary, 500pc/box	5	box	3,850.00		
9	Envelope, Mailing, White, 500pc/box	5	box	1,400.00		
10	Fastener, Metal	80	box	1,600.00		
11	Folder, Legal Size, Tagboard, 100pc/pack	5	pack	3,100.00		
12	Flash Drive, 16GB	20	pc	5,600.00		
13	Ink for Stamp pad, 30ml, Black	20	bottle	600.00		
14	Ink for Stamp pad, 30ml, Violet	20	bottle	800.00		
15	Insecticide, Aerosol type	100	can	23,000.00		
16	Marker, Whiteboard, Black	50	pc	1,500.00		

17	Marker, Whiteboard, Blue	50	pc	2,500.00		
18	Marker, Permanent, Black	50	pc	1,000.00		
19	Marker, Permanent, Blue	50	pc	1,750.00		
20	Mouse, Optical, USB Connection	10	pc	1,700.00		
21	Record Book, 300 pages	30	book	2,340.00		
22	Record Book, 500 pages	30	book	3,240.00		
23	Ruler, 12", 305mm, plastic	10	pc	160.00		
24	Scissor, Symmetrical pair	50	pc	2,500.00		
25	Sharpener, A-5, w/ Automatic feeder stainless	5	pc	2,450.00		
26	Stamp Pad, #1, Black	2	pc	252.00		
27	Stamp Pad, #2, Black	10	pc	700.00		
28	Stamp Pad, #2, Violet	10	pc	300.00		
29	Stamp Pad, #4, Black	2	pc	56.00		
30	Stamp Pad, #4, Violet	2	pc	56.00		
31	Stapler Wire, No. 35 26/6	30	box	750.00		
32	Staple Wire Remover, plier type	30	pc	2,010.00		
33	Tape, Masking 1", 24mm	50	roll	1,450.00		
34	Tape, Masking 2", 48mm	70	roll	3,290.00		
35	Tape, Transparent 1", 24mm	70	roll	1,050.00		

36	Tape, Transparent 2", 48mm	70	roll	3,290.00		
37	Tape Dispenser, Table Top for 24mm, width tape	5	pc	640.00		
38	Trash Bag, Plastic 10pcs/pack	100	pack	35,500.00		
39	Twine, Plastic Straw	20	roll	780.00		
40	HP Ink, No. 680, F6V27AA, Black (Original Brand)	30	bottle	18,000.00		
41	HP Ink, No. 680, F6V26AA, Tri-color (Original Brand)	20	bottle	12,000.00		
42	Samsung Toner, MLT D103L, Black (Original Brand)	1	cart	5,800.00		
43	Epson Ink, C13T664100 (T6641), Black (Original Brand)	15	bottle	4,950.00		
44	Epson Ink, C13T664200 (T6642), Cyan (Original Brand)	10	bottle	3,500.00		
45	Epson Ink, C13T664300 (T6643), Magenta (Original Brand)	10	bottle	3,500.00		
46	Epson Ink, C13T664400 (T6644), Yellow (Original Brand)	10	bottle	3,500.00		
47	Epson Ink, C13T00V100 (003), Black (Original Brand)	50	bottle	16,500.00		
48	Epson Ink, C13T00V200 (003), Cyan (Original Brand)	40	bottle	14,000.00		
49	Epson Ink, C13T00V300 (003), Magenta (Original Brand)	40	bottle	14,000.00		
50	Epson Ink, C13T00V400 (003), Yellow (Original Brand)	40	bottle	14,000.00		
51	Canon Ink, GI-790, Black (Original Brand)	20	bottle	8,600.00		
52	Epson Ink, T637, Black (Original Brand)	6	bottle	4,200.00		
53	Epson Ink, T637, Cyan (Original Brand)	6	bottle	4,200.00		

54	Epson Ink, T637, Yellow (Original Brand)	6	bottle	4,200.00		
55	Epson Ink, T637, Magenta (Original Brand)	6	bottle	4,200.00		
56	Epson Ink, T637, Light Cyan (Original Brand)	6	bottle	4,200.00		
57	Epson Ink, T637, Light Magenta (Original Brand)	6	bottle	4,200.00		
58	Kyocera Toner TK-6329, Black (Original Brand)	1	cart	16,300.00		
<b>Total Amount</b>						

- All prices offered (unit price and total bid price) must be typed or written in indelible ink

After having carefully read and accepted your conditions, I/We quote you on the item/s at prices noted above.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Email:



## SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item	Description	Qty	Delivery Site	Delivered, Weeks/Months
1	Battery, dry cell, AA, 2 pcs/pack	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
2	Battery, dry cell, AAA, 2 pcs/pack	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
3	Ballpen, Red	100	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
4	Clip, Backfold 3/4", 19mm	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
5	Continuous Form, 3 ply, 280mm x 241mm	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
6	Correction Tape	100	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
7	Cutter Knife, Heavy Duty	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
8	Envelope, A4 Size Documentary, 500pc/box	5	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
9	Envelope, Mailing, White, 500pc/box	5	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
10	Fastener, Metal	80	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
11	Folder, Legal Size, Tagboard, 100pc/pack	5	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
12	Flash Drive, 16GB	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
13	Ink for Stamp pad, 30ml, Black	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
14	Ink for Stamp pad, 30ml, Violet	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
15	Insecticide, Aerosol type	100	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
16	Marker, Whiteboard, Black	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
17	Marker, Whiteboard, Blue	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP

18	Marker, Permanent, Black	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
19	Marker, Permanent, Blue	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
20	Mouse, Optical, USB Connection	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
21	Record Book, 300 pages	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
22	Record Book, 500 pages	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
23	Ruler, 12", 305mm, plastic	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
24	Scissor, Symmetrical pair	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
25	Sharpener, A-5, w/ Automatic feeder stainless	5	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
26	Stamp Pad, #1, Black	2	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
27	Stamp Pad, #2, Black	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
28	Stamp Pad, #2, Violet	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
29	Stamp Pad, #4, Black	2	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
30	Stamp Pad, #4, Violet	2	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
31	Stapler Wire, No. 35 26/6	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
32	Staple Wire Remover, plier type	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
33	Tape, Masking 1", 24mm	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
34	Tape, Masking 2", 48mm	70	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
35	Tape, Transparent 1", 24mm	70	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
36	Tape, Transparent 2", 48mm	70	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
37	Tape Dispenser, Table Top for 24mm, width tape	5	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP

38	Trash Bag, Plastic 10pcs/pack	100	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
39	Twine, Plastic Straw	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
40	HP Ink, No. 680, F6V27AA, Black (Original Brand)	30	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
41	HP Ink, No. 680, F6V26AA, Tri-color (Original Brand)	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
42	Samsung Toner, MLT D103L, Black (Original Brand)	1	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
43	Epson Ink, C13T664100 (T6641), Black (Original Brand)	15	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
44	Epson Ink, C13T664200 (T6642), Cyan (Original Brand)	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
45	Epson Ink, C13T664300 (T6643), Magenta (Original Brand)	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
46	Epson Ink, C13T664400 (T6644), Yellow (Original Brand)	10	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
47	Epson Ink, C13T00V100 (003), Black (Original Brand)	50	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
48	Epson Ink, C13T00V200 (003), Cyan (Original Brand)	40	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
49	Epson Ink, C13T00V300 (003), Magenta (Original Brand)	40	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
50	Epson Ink, C13T00V400 (003), Yellow (Original Brand)	40	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
51	Canon Ink, GI-790, Black (Original Brand)	20	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
52	Epson Ink, T637, Black (Original Brand)	6	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
53	Epson Ink, T637, Cyan (Original Brand)	6	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
54	Epson Ink, T637, Yellow (Original Brand)	6	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
55	Epson Ink, T637, Magenta (Original Brand)	6	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
56	Epson Ink, T637, Light Cyan (Original Brand)	6	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP

57	Epson Ink, T637, Light Magenta (Original Brand)	6	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
58	Kyocera Toner TK-6329, Black (Original Brand)	1	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP

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Name of Company

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Address

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Signature Over Printed Name

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Telephone/Fax Number

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Email: