



REQUEST FOR QUOTATION

RFO-CO-16-004

The Housing and Land Use Regulatory Board, through its Bids and Awards Committee, will undertake a Small Value Procurement for the **Supply and Delivery of Common-Use Supplies**, in the sum of Two Hundred Forty-Eight Thousand Pesos (Php248,000.00), in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

Lot	Description	Approved Budget for the Contract (ABC) per Lot
1	Common Office Supplies	Fifty Six Thousand Pesos (Php56,000.00)
2	Common Consumable Items	One Hundred Ten Thousand Pesos (Php110,000.00)
3	Specialized Consumable Items	Fifty Thousand Pesos (Php50,000.00)
4	Other Specialized Items	Thirty Two Thousand Pesos (Php32,000.00)

Please refer to List of Items attached as **Annex "A"*

Interested suppliers are required to submit copies of their valid and current PhilGEPS Registration Certification, Business Permit and duly signed Price Quotation.

The deadline for the submission of quotation and eligibility documents is on or before **9:00am of 17 March 2016** at the General Services Section, 8/F Sunnymede I.T. Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City, or through email address ps_admin@hlurb.gov.ph.

It is the intent of the Purchaser to evaluate the quotation for each lot separately, and Contract Award will be made to the lowest evaluated quotation(s) meeting purchasers' technical specifications.

The HLURB assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HLURB, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

For inquiries, you may contact **Mr. Wilfredo D. Rosella** at Telephone No. 924-3372.

NERISSA M. SAN JOSE

Procurement Section-Admin. Division



Annex "A"

Supply and Delivery of Common-Use Supplies

List of Items

Lot 1 – Common Office Supplies

(with an Approved Budget for the Contract of ₱56,000)

Unit	Item Description	Quantity
pc.	Ballpen, black	120
pc.	Ballpen, blue	100
pc.	Ballpen, red	30
pc.	Correction fluid water base	20
pc.	Correction pen 7ml	30
pc.	Eraser, staedtler	60
set	File tab divider A4 set of 5	50
set	File divider legal size set of 5	200
pc.	Notebook, Stenographer 40 leaves	40
rm.	Paper, colored A4 blue 80gsm	11
rm.	Paper, colored A4 green 80gsm	10
rm.	Paper, colored A4 yellow 80gsm	4
pc.	Paste, stick	35
jar	Paste, solid waterwell	10
doz.	Pencil, mongol #2	15
rm.	Laminating film 125 microns A4	2
rm.	Laminating film 250 microns A4	2
pc.	Ring binder plastic 1"	40
pc.	Ring binder plastic 1/2"	50
box	Rubber band 70mm	10
roll	Tape masking 2" x 50m	25
roll	Tape, cloth 2" x 50m	10
roll	Tape, masking 1" x 50m	25
roll	Tape, packaging 2" x 50m	25
roll	Tape, transparent 1" x 50m	25
roll	Tape, transparent 2" x 50m	20



Lot 2 – Common Consumable Items

(with an Approved Budget for the Contract of ₱110,000)

Unit	Item Description	Quantity
btle	Ink, Epson T6641 black	70
btle	Ink, Epson T6641 cyan	50
btle	Ink, Epson T6641 magenta	50
btle	Ink, Epson T6641 yellow	50
crtg.	Ink, HP # 704 black	40
crtg.	Ink, HP # 704 tricolor	30
crtg.	Ink, HP #74 black	5
crtg.	Ink, HP 678 black	25
crtg.	Ink, HP 678 tricolor	21
crtg.	Ribbon, Epson LQ 2180 (SO 15086)	4

Lot 3 – Specialized Consumable Items

(with an Approved Budget for the Contract of ₱50,000)

Unit	Item Description	Quantity
set	Ink, Pigment C M Y K LC LM	1
crtg.	Toner, HP #85	10
crtg.	Toner, HP Q7516A	2

Lot 4 – Other Specialized Items

(with an Approved Budget for the Contract of ₱32,000)

Unit	Item Description	Quantity
pkt.	Bristol Board A4 100pcs.	30
roll	Ink Film (for fax: Panasonic KX-FP 711)	20
rm.	PVC ID Laminating film A4	2