



Republic of the Philippines  
Office of the President

**Housing and Urban Development Coordinating Council**

**HOUSING AND LAND USE REGULATORY BOARD**

**Western Visayas Region Field Office**

**REQUEST FOR QUOTATION (RFQ)  
RFQ-WVR-16-002**

**PURCHASE OF OFFICE SUPPLIES AND MATERIALS**

The Housing and Land Use Regulatory Board Western Visayas Region (HLURB-WVR) Field Office, through its Bids and Awards Committee, hereby requests you to submit the price quotation for the purchase of office supplies and materials.

The details of the project/activity/program in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184 are as follows:

- Name of Project: Supply and Delivery of Office Supplies & Materials
- Specification: (Pls. refer to attached Annex "A" for specification)
- Area of Delivery: HLURB - WVR, 2/Floor INJAP Building, Diversion 2011, Diversion Rd., B. Aquino Avenue, Mandurriao, Iloilo City
- Approved Budget for the Contract: Seventy Thousand (P70,000.00) pesos only
- Submission of Bids: Within seven (7) days from the date of posting of RFQ

Interested suppliers are required to submit copies of their PhilGEPS Registration Certificate, and duly accomplished Price Quotation Form (Annex "A").

Submission of quotation and required eligibility document is on or before 4:00 P.M. of June 08, 2016 at HLURB-WVR, 2/Floor INJAP Building, Diversion 2011, Diversion Road, B. Aquino Avenue, Mandurriao, Iloilo City.

For inquiries, you may contact us at TeleFax No. (033) 3216177 and (033) 5018202.

original signed

**ATTY. MELCHOR M. CALOPIZ**  
HLURB-WVR BAC Chairman

**PRICE QUOTATION FORM****ATTY. MELCHOR M. CALOPIZ**

BAC Chairman, HLURB-WVR

2/Flr., INJAP Bldg., Diversion 2011, Div. Rd.,

B. Aquino Avenue, Mandurriao, Iloilo City

Sir/Madam:

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

| Quantity | Unit of Issue | Item Description                             | Unit Price |
|----------|---------------|--|------------|
| 30       | bot           | Alcohol, 70% Isopropyl w/ moisturizer, 500ml |            |
| 2        | canister      | Air Freshener, 280ml                         |            |
| 30       | pc            | Ballpen, black                               |            |
| 30       | pc            | Ballpen, blue                                |            |
| 20       | pc            | Ballpen, red                                 |            |
| 10       | pc            | Battery, size AA, alkaline                   |            |
| 10       | pc            | Battery, size AAA, alkaline                  |            |
| 30       | ream          | Bond Paper, substance 20, long               |            |
| 40       | ream          | Bond Paper, substance 20, short              |            |
| 300      | pc            | Brown Envelope, short                        |            |
| 30       | pc            | Correction Tape, 8m                          |            |
| 5        | pc            | Cutter, heavy duty, metal grip               |            |
| 4        | box           | Envelope, mailing, white, long, 500's/box    |            |
| 2        | box           | File Clip, 25mm, 1 doz/box                   |            |
| 2        | box           | File Clip, 41mm, 1 doz/box                   |            |
| 2        | box           | File Clip, 51mm, 1 doz/box                   |            |
| 100      | pc            | Folder, green, expanding, hard, long         |            |
| 200      | pc            | Folder, white, long                          |            |
| 300      | pc            | Folder, white, short                         |            |
| 15       | pc            | Highlighter/Marker Pen, assorted colors      |            |
| 1        | pc            | Magnifying Glass, 4" w/ handle               |            |
| 8        | pc            | Marker, permanent black                      |            |
| 8        | pc            | Marker, permanent blue                       |            |
| 8        | pc            | Marker, permanent red                        |            |

|    |      |   |  |
|----|------|---|--|
| 1  | pc   | Mopbucket                                   |  |
| 6  | box  | Paper Fastener, metal 50 sets/box           |  |
| 3  | box  | Pencil, w/ eraser #2, 1 doz/box             |  |
| 2  | pc   | Puncher, heavy duty, steel, 2 holes         |  |
| 20 | cart | Printer Ink Cartridge, ME 166, black        |  |
| 20 | cart | Printer Ink Cartridge, 704, black           |  |
| 4  | cart | Printer Ink Cartridge, 704, tri-color       |  |
| 10 | bot  | Printer Ink Refill T664, black              |  |
| 15 | cart | Printer Ink Toner TN1000                    |  |
| 5  | pc   | Record Book, 300 pages                      |  |
| 6  | pc   | Record Book, 500 pages                      |  |
| 6  | box  | Rubber Band, small, no. 16, assorted colors |  |
| 6  | box  | Rubber Band, extra large, no. 22            |  |
| 2  | pc   | Scissor, 6"                                 |  |
| 6  | pc   | Soap, bathroom 90gms                        |  |
| 5  | pc   | Staple Wire Remover                         |  |
| 1  | pc   | Stapler, standard heavy duty #35            |  |
| 25 | pc   | Sticker Paper, white A4                     |  |
| 1  | pc   | Tape Dispenser, heavy duty for 1" tape      |  |
| 12 | roll | Tape, masking, 2", 50m                      |  |
| 12 | roll | Tape, packaging, 2", 50m                    |  |
| 15 | roll | Tape, transparent, 1", 50m                  |  |
| 12 | roll | Tape, transparent, 2", 50m                  |  |
| 6  | pc   | Toilet Deodorant Cake,small                 |  |
| 15 | roll | Trash Bag, transparent 20x30, 10pcs/roll    |  |