



**REQUEST FOR QUOTATION (RFQ)**

**RFQ-WVR-14-006**

**Supply and Delivery of OFFICE SUPPLIES AND MATERIALS**

1. The Housing and Land Use Regulatory Board – Western Visayas Region hereby request you to submit price quotation for the supply and delivery of:

**Description:**

<b>Quantity</b>	<b>Units</b>	<b>Item Description</b>
60	bot.	Alcohol (70% Ethyl, 150 ml)
36	pc	Ballpen (Black)
4	pc	Battery (Super Heavy Duty, Size D)
3	box	Binding Clip (2")
3	box	Binding Clip (1")
8	ream	Bond Paper (A4, Substance 20)
40	ream	Bond Paper (Long, Substance 20)
50	ream	Bond Paper (Short, Substance 20)
400	pcs	Brown Envelope (Ordinary, Long)
4	box	Carbon Paper (Service Brand, Long)
4	box	Carbon Paper (Service Brand, Short)
		Compact Disk Recordable (700mb, 1x-52xmin speed 80 min recording time, no case)
100	pc	
50	pc	DVD Recordable (Speed 16X; Capacity 4-7GB)
300	pc	Folder (Long, Ordinary, White)
80	pc	Laid Paper (Cream, Short)
25	cart	Printer Cartridge ME (166, Black)
10	cart	Printer Cartridge ME (166, Cyan)
12	cart	Printer Cartridge ME (166, Magenta)
12	cart	Printer Cartridge ME (166, Yellow)
20	cart	Printer Ink Cartridge (704, Black)
7	cart	Printer Ink Cartridge (704, Tricolor)
4	cart	Printer Ink Cartridge Advantage 685, Black)
2	cart	Printer Ink Cartridge (Advantage 685, Cyan)
2	cart	Printer Ink Cartridge (Advantage 685, Magenta)
2	cart	Printer Ink Cartridge (Advantage 685, Yellow)
1	pc	Mouse (USB Port, optical)
10	box	Paper fasteners (For paper, metal, 50 sets)
10	box	Paper fasteners (For paper, plastic, 50 sets)
3	cart	Printer Cartridge Toner (85A P1102 Laser jet Professional)
3	box	Rubber Band (Small, no. 16, 50 gms., asstd. colors)
20	box	Staple Wire (Standard #35, Copper)
50	pcs	Sticker Paper (A4, White)
5	pcs	USB Flashdrive (USB Drive 3.0, 8GB)

**Approved Budget :** Php 65,000.00

**Area of Delivery :** Iloilo City

**Contact Person :** Myrna C. Cabardo, Chief Administrative Officer

HLURB-Western Visayas Region

INJAP Bldg., Diversion 2011, Diversion Road, Mandurriao, Iloilo City

Tel. No.(033) 321-6177 / (033) 501-8202

2. It is the intent of the Purchaser to evaluate the bid/quotation for each item separately, and award will be made to the quotation or combination quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation(s) meeting purchasers' technical specifications.
3. Quotations must be delivered at the address below not later than 04:00 P.M. of September 11, 2014
4. Your price must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
5. All quotations should be placed in an open envelope marked  
**“RFQ-WVR-14-006 – OFFICE SUPPLIES AND MATERIALS”**
6. The Housing and Land Use Regulatory Board reserves the right to accept or reject any quotation, and to annul the shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The purchaser (HLURB) reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.
7. The prospective bidder shall submit the following:
  - a) Quotation Form

**original signed**

**MYRNA C. CABARDO**

CAO, HLURB-WVR