



REQUEST FOR QUOTATION (RFQ)

RFQ-WVR-13-007

Supply and Delivery of **Various Office and Other Supplies**

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

Description:

Various office and other supplies (See attached list)

Area of Delivery: Iloilo City
Approved Budget:Php 75,000

Contact: Ms. Myrna C. Cabardo
CAO – HLURB-WVR
(033) 321-6177 ; (033) 521-8202

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 4:00 P.M. of November 28, 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-14-007– Various Office and Other Supplies”**
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

HOUSING AND LAND USE REGULATORY BOARD
Western Visayas Region
LIST OF SUPPLIES AND MATERIALS

Quantity	Unit of Issue	Item Description
150	pc	Ballpen (Black)
50	pc	Ballpen (Blue)
3	box	Binding Clip (2")
3	box	Binding Clip (1")
10	ream	Bond Paper (A4, Substance 20)
40	ream	Bond Paper (Long, Substance 20)
40	ream	Bond Paper (Short, Substance 20)
400	pc	Brown Envelope (Ordinary, Long)
100	pc	Brown Envelope (Ordinary, Short)
1	pc	Bundy Card Rack (Steel, 25 slots)
4	box	Carbon Film (Long)
4	box	Carbon Film (Short)
50	pc	Compact Disk Recordable (700mb, 1x-52xmin speed 80 min recording time, no case)
30	pc	Correction Tape (8 meters)
10	box	Envelope (Mailing white, 500s/box, classic XX)
6	rolls	Fax Paper (210x30)
300	pc	File Folder (Long, Ordinary, White)
12	bot.	Glue (multi-purpose, 130 gms)
100	pc	Laid Paper (Cream, Short)
50	pc	Press Board Folder (Expanding, Long, Hard Bound)
38	cart	Printer Cartridge ME (166, Black)
12	cart	Printer Cartridge ME (166, Cyan)
12	cart	Printer Cartridge ME (166, Magenta)
12	cart	Printer Cartridge ME (166, Yellow)
28	cart	Printer Ink Cartridge (704, Black)
6	cart	Printer Ink Cartridge (704, Tricolor)
12	cart	Printer Ink Cartridge Advantage 685, Black)
3	cart	Printer Ink Cartridge (Advantage 685, Cyan)
3	cart	Printer Ink Cartridge (Advantage 685, Magenta)
3	cart	Printer Ink Cartridge (Advantage 685, Yellow)
10	box	Paper fasteners (For paper, metal, 50 sets)
10	box	Paper fasteners (For paper, plastic, 50 sets)
2	cart	Printer Cartridge Toner (85A P1102 Laser jet Professional)
2	box	Rubber Band (Small, no. 16, 50 gms., asstd. colors)
2	box	Rubber Band (Extra Large, no. 22)
12	pc	Sign pen (Black)
1	pc	Stapler Heavy Duty (Twin Lever, Flat Clinch, HD-50DF)
30	box	Staple Wire (Standard #35, Copper)

20	pcs	Sticker Paper (A4, White)
15	roll	Tape (Transparent, 1", 50 meters)
10	roll	Tape (Packaging, 2", 50 meters)
1	roll	Tape (Heavy Duty Duct Tape, 48 mm x 54.8 m, 1.88 x 60 yd)
200	pc	Time Card (For Amano Bundy Clock, 100s/bundle)
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