



## 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 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:

- Name of Project:** Supply and Delivery of Common-Use Supplies
- Area of Delivery:** HLURB-Central Office, 7/F Sunnymede I.T. Center  
1614 Quezon Ave., Brgy. South Triangle, Quezon City
- Specifications:** Please refer to *List of Items* attached as Annex "A"
- Approved Budget for the Contract:** Two Hundred Forty-Eight Thousand Pesos (Php248,000.00)
- Delivery Period:** Ten (10) Days

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 26 February 2016** at the General Services Section, 8/F Sunnymede I.T. Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City.

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**

Unit	Item Description	Quantity
pc.	Ballpen, black	120
pc.	Ballpen, blue	100
pc.	Ballpen, red	30
pkt.	Bristol Board A4 100pcs.	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
roll	Ink Film (Panasonic KX-FP 711)	20
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
set	Ink, Pigment C M Y K LC LM	1
rm.	Laminating film 125 microns A4	2
rm.	Laminating film 250 microns A4	2
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



Unit	Item Description	Quantity
pc.	Paste, stick	35
jar	Paste, solid waterwell	10
doz.	Pencil, mongol #2	15
rm.	PVC ID Laminating film A4	2
crtg.	Ribbon, Epson LQ 2180 (SO 15086)	4
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
crtg.	Toner, HP #85	10
crtg.	Toner, HP Q7516A	2