



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8107316  
**Procuring Entity** COOPERATIVE DEVELOPMENT AUTHORITY - REGION XI  
**Title** 4th QUARTER OFFICE SUPPLIES  
**Area of Delivery** Davao Del Sur

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2021-005   | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 1                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Office Supplies and Devices  | <b>Date Published</b>        | 22/10/2021          |
| <b>Approved Budget for the Contract:</b> | PHP 231,751.08   | <b>Last Updated / Time</b>   | 21/10/2021 12:02 PM |
| <b>Delivery Period:</b>                  |  | <b>Closing Date / Time</b>   | 25/10/2021 13:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | RUBEN LABUGUEN<br>CUNANAN<br>Regional Director<br>2/F GB CAM Building,<br>Monteverde Avenue<br>Davao City<br>Davao Del Sur<br>Philippines 8000<br>63-082-2258064<br>63-082-2227710<br>r11@cda.gov.ph |                              |                     |

#### Description

#### REQUEST FOR QUOTATION

Date: October 19, 2021

RFQ No.: 2021-10-071

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your Original Quotation duly signed by you or your duly authorized representative not later than three(3) days upon receipt.

NOEMI A. MAGABILEN  
Chairman, Bids & Awards  
Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

OFFER

ITEM DESCRIPTION Quantity (QTY) Approved Budget for the Contract PRICE Compliance with Technical Specifications (please check) REMARKS

PURPOSE: QTY Unit Price Total Price Yes No

PROCUREMENT OF 4TH QUARTER OFFICE SUPPLIES

Insecticide, aerosol type, net content: 600ml. three (3) 139.36  
 Surgical Mask, 3-Ply 2,500 pcs. 14.04  
 Correction Tape, film base, UL 6m fifty (50) 14.02  
 Bookpaper - A4 Size, Subs. 20 fifty (50) 200.00  
 Bookpaper - Legal Size, subs. 20 thirty (30) 220.00  
 Ballpen - BP1RT Black sixty (60) 10.00  
 Ballpen - BP1RT Blue sixty (60) 10.00  
 Signpen - Gel type, Black thirty (30) 30.00  
 Signpen - Gel type, Blue thirty (30) 30.00  
 Signpen Refill - .7 ten (10) 200.00  
 Battery, dry cell, AA, 2 pieces per pack ten (10) 150.00  
 Battery, dry cell, AAA, 2 pieces per pack ten (10) 100.00  
 Stapler with Remover #35 five (5) 700.00  
 Dishwashing Liquid 250 (Anti-bacterial) thirty (30) 150.00  
 Alcohol - 70% Ethyl twenty (20) 600.00  
 Hand Sanitizer 99.9% ten (10) 300.00  
 Detergent Powder - I kilogram fifteen (15) 300.00  
 Canon, Ink Cart 810 Black ten (10) 1,100.00  
 Canon, Ink Cart 810 Blue five (5) 1,350.00  
 Toner Cartridge, HP CF217A (HP17A) Black, Laser Jet four (4) 4,500.00  
 Toner Cartridge, HP CF283A (HP83A) Black, Laser Jet two (2) 4,500.00  
 Canon - Ink 35 Black twenty four (24) 750.00  
 Canon - Ink 36 Colored twelve (12) 1,200.00  
 Trash Bag - XL twenty (20) 134.60  
 Disinfectant Spray (Aerosol Type) forty (40) 300.00  
 Face Shield (Acrylic) seventy (70) 200.00  
 Room Air Freshener (Aerosol Type) ten (10) 300.00  
 Ascobic Acid (1000 mg.) 3,060 tabs 11.50  
 - Nothing Follows -

Note: •Quoted price/s must be VAT inclusive.

•Supplier must submit a sealed quotation.

•Sealed quotation must be submitted with PhilGEPS Certificate of Membership together with Signature over Printed Name

one or two of the following: Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration.

Contact Numbers (Landline and/or  
Canvasser Cellphone Nos.)/E-mail address

#### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The items shall be delivered within Ten (10) working days from receipt of Purchase/Job Order.
8. The CDA-Davao Extension Office shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority,  
2nd Floor, G.B. Cam Building, T. Monteverde Avenue, Davao City
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.

**Other Information**

For Inquiries please contact Mr. Benson D. Villadores or Ms. Wilda S. Ando at tel no. (082) 225-8064

**Created by** RUBEN LABUGUEN CUNANAN

**Date Created** 21/10/2021

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