



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10898200  
**Procuring Entity** NATIONAL WAGES AND PRODUCTIVITY COMMISSION  
**Title** Procurement of Various Office Supplies for May-June 2024  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	SVP-2024-05-021	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<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>	29/05/2024
<b>Approved Budget for the Contract:</b>	PHP 72,712.34	<b>Last Updated / Time</b>	29/05/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	06/06/2024 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Sarahata Muti Salacop Procurement Unit Head 2/F DY International Bldg., San Marcelino cor. Gen. Malvar Sts., Malate Manila Metro Manila Philippines 1004 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com		

#### Description

15 piece CLEARBOOK, 20 transparent pockets, A4 -- Php 689.55  
 25 piece CLEARBOOK, 20 transparent pockets, legal -- Php 1,120.50  
 105 piece SIGN PEN, extra fine tip, black, liquid or gel -- Php 3,549.00  
 47 piece SIGN PEN, fine tip, black, liquid or gel -- Php 2,732.58  
 4 piece SIGN PEN, medium tip, black, liquid or gel -- Php 297.44  
 85 piece SIGN PEN, extra fine tip, blue, liquid or gel -- Php 2,873.00  
 29 piece SIGN PEN, fine tip, blue, liquid or gel -- Php 1,686.06  
 4 piece SIGN PEN, medium tip, blue, liquid or gel -- Php 297.44

62 piece SIGN PEN, extra fine tip, red, liquid or gel -- Php 2,095.60  
13 piece SIGN PEN, fine tip, red, liquid or gel -- Php 773.37  
2 piece SIGN PEN, medium tip, red, liquid or gel -- Php 148.72  
5 pack WRAPPING PAPER -- Php 1,392.55  
26 pack BATTERY, dry cell, AA -- Php 738.14  
24 pack BATTERY, dry cell, AAA -- Php 616.56  
8 box STAPLE WIRE, standard -- Php 241.92  
12 roll TAPE, masking, 24mm -- Php 965.28  
12 roll TAPE, masking, 48mm -- Php 1,890.12  
36 roll TAPE, transparent, 48mm -- Php 1,411.56  
1 roll TWINE, plastic -- Php 91.94  
28 box CLIP, backfold, 32mm -- Php 984.20  
20 box CLIP, backfold, 50mm -- Php 1,568.40  
11 piece DATA FILE BOX, -- Php 1,103.96  
230 piece DATA FILE FOLDER -- Php 20,522.90  
21 box FASTENER, -- Php 2,583.63  
57 set FILE TAB/INDEX DIVIDER, bristol board, A4 -- Php 1,695.18  
57 set FILE TAB/INDEX DIVIDER, bristol board, legal -- Php 1,926.60  
20 piece MAGAZINE FILE BOX, large -- Php 3,298.80  
33 set MARKER, flourescent, 3 colors per set -- Php 1,829.19  
28 piece MARKER, permanent, black -- Php 567.84  
21 piece MARKER, permanent, blue -- Php 425.88  
12 piece MARKER, permanent, red -- Php 243.36  
15 piece MARKER, white board, black -- Php 202.80  
15 piece MARKER, white board, blue -- Php 202.80  
15 piece MARKER, white board, red -- Php 202.80  
20 box PAPER CLIP, vinyl/plastic coated, 33mm -- Php 243.40  
10 box PENCIL, lead/graphite, with eraser, one dozen per box -- Php 540.80  
3 piece PENCIL, sharpener, heavy duty -- Php 833.04  
2 box RUBBERBAND,#18 -- Php 429.94  
5 piece STAMP PAD, felt -- Php 277.15  
5 piece STAPLE REMOVER, plier type -- Php 310.95  
23 pad NOTE pad, STICK ON 2"x3", 100 sheets per pad -- Php 1,181.74  
25 pad NOTE pad, STICK ON 3"x4", 100 sheets per pad -- Php 2,061.75  
22 pad NOTE pad, STICK ON 3"x3", 100 sheets per pad -- Php 1,725.24  
36 piece NOTEBOOK, stenographer -- Php 1,119.60  
11 ream PAPER, multicopy Legal -- Php 3,019.06

> Awarding of Purchase Order will be on a per item basis

> Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) as required by 2016 Revised Implementing Rules and Regulations of RA 9184 and other GPPB issuances as follows:

1. Updated Mayor's Permit and PhilGEPS Registration number upon submission of quotation.
2. Notarized Omnibus Sworn Statement (for Corporation submit Notarized Secretary's Certificate).

> Non submission of the required documents on time would mean disqualification.

"NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION, PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISE BANK CHARGE SHALL BE FOR THE ACCOUNT OF THE WINNING BIDDER."

**Created by** Sarahata Muti Salacop

**Date Created** 28/05/2024

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