



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	12588545
<b>Procuring Entity</b>	VALENZUELA MEDICAL CENTER
<b>Title</b>	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 1ST SEMESTER OF CY 2026- NOT AVAILABLE AT PS-DBM
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	VMC-2026-033	<b>Status</b>	Active
<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>	1
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	17/11/2025
<b>Approved Budget for the Contract:</b>	PHP 905,712.50	<b>Last Updated / Time</b>	17/11/2025 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	20/11/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	LIGAYA UBALDE Head, BAC Secretariat Padrigal St., Karuhatan, Valenzuela City Metro Manila Philippines 63-2-294-4625  ligaya_ubalde2000@yahoo.com		

#### Description

ITEM NO. QTY. UNIT ITEM DESCRIPTION UNIT COST TOTAL COST

3 1500 piece BALLPEN, Black 15.00 22,500.00  
 4 1000 piece BALLPEN, Blue 15.00 15,000.00  
 5 400 piece BALLPEN, Red 15.00 6,000.00  
 6 80 piece BALLPEN, Green 15.00 1,200.00  
 7 30 unit CALCULATOR, Compact, 12 digits, LCD Display, Width: 100mm – 130mm, Two-way power source (Solar and Cell) 410.00 12,300.00  
 8 40 pack CARTOLINA, assorted colors, Bristol board, Size: 572mmx724mm (-3mm), 20 pieces/pack 84.98 3,399.20  
 12 70 box CLIP BACKFOLD, all metal, clamping: 25mm (+1mm), Small, 12 pieces/box 15.00 1,050.00  
 15 750 piece CORRECTION TAPE, Film base type, disposable, Single Line Tape, Usable Length 8m minimum 20.00 15,000.00  
 16 10 piece " CUTTER KNIFE, for general purpose, with anti-slip grip plastic molded body, Blade: L - 100mm (+2mm); W - 16mm (+2mm); Thickness - 0.40mm (+0.02mm)" 30.08 300.80  
 17 400 piece DATA FILE BOX, Made of chipboard, with closed ends, Outside Dimension: W-125mm (min); H-230mm (min); L-400mm (min); with finger ring & pocket for label insert 151.25 60,500.00  
 18 200 piece DATA FOLDER, Made of chipboard, taglia lock, Dimension: W-75mm (min); H-230mm (min); L-380mm (min); with finger ring & pocket for label insert 110.00 22,000.00  
 19 500 piece ENVELOPE, documentary, kraft, A4 size (229mm x 324mm, -2mm), thickness (min.): 0.22mm 1.80 900.00  
 20 1000 piece ENVELOPE, documentary, kraft, legal size (254mm x 381mm, -2mm), thickness (min.): 0.22mm 2.07 2,070.00  
 21 800 piece ENVELOPE, expanding, kraft, smooth surface, 380mm x 250mm (-3mm), thickness: 0.38mm (min), with string & eyelet or elastic strap 10.63 8,504.00  
 22 350 piece ENVELOPE, Expanding, Plastic, legal, Material: Polypropylene plastic, With elastic strap, LxW (min): 380mmx260mm, Thickness (min): 0.50mm, Expansion (min): 30mm 108.00 37,800.00  
 23 50 piece " ENVELOPE, mailing, white, Quality: Bond Paper, 70gsm, Front seal adhesive: Remoistenable gum front seals reactive with moisture" 0.93 46.50  
 25 100 piece ERASER, plastic or rubber, rectangular, for pencil draft/writing, Erases clean and clear w/o abrading the paper 9.34 934.00  
 26 20 unit EXTERNAL HARD DRIVE, 1TB, 2.5" SATA HDD, USB 3.0 3,690.00 73,800.00  
 27 150 box FASTENER, METAL, non-sharp edges, for paper, 70mm between prongs, 50 sets per box 113.57 17,035.50  
 28 20 set FILE TAB DIVIDER, A4, Bristol Board, 5 colors per set 11.29 225.80  
 29 20 set FILE TAB DIVIDER, Legal, Bristol Board, 5 colors per set 14.44 288.80  
 30 30 piece FLASH DRIVE, 16GB capacity, USB version 2.0/3.0 port compatible, plug-n-play, with light indicator, Individually Pack 240.00 7,200.00  
 31 700 piece FOLDER, pressboard, 369mm x 242mm (-5mm), expandable, Expansion: 39mm (-3mm), Heavy duty paper board, 100 piece/box 19.79 13,853.00  
 32 200 piece FOLDER, pressboard, A4, expandable, Expansion: 39mm (-3mm), Heavy duty paper board, 100 pieces/box 13.00 2,600.00  
 33 600 piece FOLDER, with TAB, A4, Tagboard/carrier/foldcote/custock board, Leaf Dimension: 240mmx320mm (+1mm), 100 pieces/pack 4.00 2,400.00  
 35 100 jar GLUE, 200 grams, with tapered applicator attached to the cap 120.00 12,000.00

37 10 unit KEYBOARD, USB Type, English Keyboard Layout 450.00 4,500.00  
 38 100 piece MAGAZINE FILE BOX, Large, Material: Chipboard -3mm thick (min.), Dimension: W-110mm; H-265mm; L-220mm (min.), With Finger Ring and provision for label insert, Back end open 86.00 8,600.00  
 39 20 case MAP PIN, Round Head, 9.5mm diameter, assorted colors, 100 pieces in plastic case 53.75 1,075.00  
 40 100 set MARKER, Fluorescent, 3 assorted colors per set, Barrel: Flat, Tip: Chisel Point 50.00 5,000.00  
 41 300 piece MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLACK 15.13 4,539.00  
 42 200 piece MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLUE 15.13 3,026.00  
 44 100 piece MARKER, Whiteboard, Tip: Felt, bullet type, Point: Medium, BLUE 22.17 2,217.00  
 45 10 unit MOUSE, Optical, Wireless with USB receiver, With scroll wheel and left and right click button, 1 unit in individual box 161.79 1,617.90  
 46 150 pad NOTEPAD, Stick-On, 2x3" min., 100 sheets per pad 37.61 5,641.50  
 47 150 pad NOTEPAD, Stick-On, 3x3" min., 100 sheets per pad 52.78 7,917.00  
 48 120 pad NOTEPAD, Stick-On, 3x4" min., 100 sheets per pad 60.17 7,220.40  
 49 10 pad " PAD PAPER, Ruled, Bond, 216mm x 330mm (+ 2mm), 90sheets per pad" 43.79 437.90  
 50 150 box PAPER CLIP, 33mm, vinyl/plastic coated, 100 pieces per box or 53 grams 10.00 1,500.00  
 54 1200 ream PAPER, MULTI-PURPOSE, 70gsm., size: 210mm x 297mm (A4), 500 sheets per ream, Any wrapping paper and carton box (outer box) packaging shall be 100% recycle fiber 195.00 234,000.00  
 55 750 ream PAPER, MULTI-PURPOSE, 70gsm., size: 216mm x 330mm (Legal), 500 sheets per ream, Any wrapping paper and carton box (outer box) packaging shall be 100% recycle fiber 230.00 172,500.00  
 59 20 piece RULER, plastic, 450mm, width 38mm min, Thickness: 1.30mm min., Ruler Scale: Millimeters, Centimeters, Inches 20.23 404.60  
 62 300 piece SIGN PEN, Blue, liquid/gel ink. 0.5mm needle type 34.61 10,383.00  
 64 20 bottle STAMP PAD INK, purple or violet, 50ml (min) 40.00 800.00  
 65 20 piece STAMP PAD, Felt, bed dimension: 60mm x 100mm 40.51 810.20  
 67 20 box STAPLE WIRE, heavy duty, binder type, 23/13, 1000 wires/box, Made of Metal Wire coated with any anti-corrosion material, 100wires per strip 36.95 739.00  
 69 40 piece STAPLER, Standard type, load cap 200 staples (min), 1 pc in individual packaging 200.56 8,022.40  
 70 10 piece TAPE DISPENSER, table top, heavy duty, Holds rolls up to 24mm wide on 75mm core, Body made of rigid plastic, smooth finish: weighted, Non-skid full rubber base, Easy one-handed operation 78.52 785.20  
 72 100 roll TAPE, Masking, width: 48mm ( $\pm$ 1mm), Usable length: 50meters 140.39 14,039.00  
 74 700 roll TAPE, Transparent, width: 24mm ( $\pm$ 1mm), Usable length: 50meters 17.95 12,565.00  
 75 400 roll TAPE, Transparent, width: 48mm ( $\pm$ 1mm), Usable length: 50meters 29.56 11,824.00  
 76 10 roll TWINE, Plastic, weight min 1000g, breaking strength min 25kg 71.78 717.80  
 77 100 piece SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle type 34.61 3,461.00  
 78 200 pack STICKY INDEX TABS (7 colors, Arrow), 12x44mm (+/- 2mm), 7 colors, 20 sheets each, Can be written on, stick repeatedly without leaving any marks, waterproof 83.00 16,600.00  
 79 200 piece FILE ORGANIZER, Expanding, plastic material, with 12 plastic inside pockets with index tab, for legal size paper/documents 129.31 25,862.00  
 Total 905,712.50

A copy of your legal requirements (Certificate of Registration from BIR, SEC/DTI, Business/Mayor's Permit with Official Receipt, Platinum PhilGEPS Certificate, Tax Clearance, Audited FS with 2024 ITR, Notarized Hard copy of Omnibus Sworn Statement and Brochure/Data Sheet) are also required to be submitted along with your quotation/proposal.

#### **Other Information**

Quotations may be submitted manually at the office of the BAC Secretariat, BAC Office, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City., through email to [vmc.bac2025@gmail.com](mailto:vmc.bac2025@gmail.com). For any clarification, you may call Ms. Kezia-Therese C. Medina at telephone no. 8294-4625 or via email at [vmc.bac2025@gmail.com](mailto:vmc.bac2025@gmail.com).

**Created by** LIGAYA UBALDE

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