



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12159615

Procuring Entity VALENZUELA MEDICAL CENTER

Title SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 2ND SEMESTER OF CY 2025 - NOT AVAILABLE AT PS-DBM

Area of Delivery Metro Manila

Solicitation Number: VMC-2025-189	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Office Supplies and Devices	Document Request List	1
Approved Budget for the Contract: PHP 716,627.80	Date Published	25/06/2025
Delivery Period: 20 Day/s	Last Updated / Time	25/06/2025 00:00 AM
Client Agency:	Closing Date / Time	30/06/2025 10:00 AM
Contact Person: KRISTINE MANUEL BAC Secretariat Padrigal St., Karuhatan, Valenzuela City Metro Manila Philippines 63-2-(02) 294-4625 kristine.manuel905@gmail.com		

Description

PR# 25-06-787

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

1 10 roll ACETATE, (Plastic Cover), Thickness: minimum 0.08mm, Width: minimum 1.20m, Length minimum 50m/roll 1,243.84 12,438.40
 2 1200 piece BALLPEN, Black 15.00 18,000.00
 3 800 piece BALLPEN, Blue 15.00 12,000.00
 4 400 piece BALLPEN, Red 15.00 6,000.00
 5 20 unit CALCULATOR, Compact, 12 digits, LCD Display, Width: 100mm – 130mm, Two-way power source (Solar and Cell) 410.00 8,200.00
 6 30 pack CARTOLINA, assorted colors, Bristol board, Size: 572mmx724mm (-3mm), 20 pieces/pack 83.72 2,511.60
 7 100 piece CLEARBOOK, A4 size, refillable, Plastic, 20 transparent pockets (min.) 52.00 5,200.00
 8 75 piece CLEARBOOK, Legal size, refillable, Plastic, 20 transparent pockets (min.) 45.00 3,375.00
 9 60 box CLIP BACKFOLD, all metal, clamping: 25mm (+1mm), Small, 12 pieces/box 15.00 900.00
 10 60 box CLIP BACKFOLD, all metal, clamping: 32mm (+1mm), Medium, 12 pieces/box 30.00 1,800.00
 11 50 box CLIP BACKFOLD, all metal, clamping: 50mm, (+1mm), Large, 12 pieces/box 75.00 3,750.00
 12 300 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 90.00 27,000.00
 13 300 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 33,000.00
 14 500 piece ENVELOPE, documentary, kraft, legal size (254mm x 381mm, -2mm), thickness (min.): 0.22mm 2.07 1,035.00
 15 200 piece ENVELOPE, Expanding, Plastic, legal, Material: Polypropylene plastic, With elastic strap, LxW (min): 380mmx260mm, Thickness (min): 0.50mm, Expansion (min): 30mm 108.00 21,600.00
 16 10 piece ERASER, felt, for blackboard/whiteboard, Size: 125mm x 45mm x 19mm 14.69 146.90
 17 50 piece ERASER, plastic or rubber, rectangular, for pencil draft/writing, erases clean and clear w/o abrading the

paper 9.34 467.00
 18 13 unit EXTERNAL HARD DRIVE, 1TB, 2.5" SATA HDD, USB 3.0 3,690.00 47,970.00
 19 120 box FASTENER, METAL, non-sharp edges, for paper, 70mm between prongs, 50 sets per box 113.57
 13,628.40
 20 20 set FILE TAB DIVIDER, A4, Bristol Board, 5 colors per set 11.29 225.80
 21 10 set FILE TAB DIVIDER, Legal, Bristol Board, 5 colors per set 14.44 144.40
 22 20 piece FLASH DRIVE, 16GB capacity, USB version 2.0/3.0 port compatible, plug-n-play, with light indicator, Individually Pack 240.00 4,800.00
 23 700 piece FOLDER, pressboard, 369mm x 242mm (-5mm), expandable, Expansion: 39mm (-3mm), Heavy duty paper board, 100 piece/box 15.00 10,500.00
 24 200 piece FOLDER, pressboard, A4, expandable, Expansion: 39mm (-3mm), Heavy duty paper board, 100 piece/box 13.00 2,600.00
 25 1500 piece FOLDER, with TAB, A4, Tagboard/carrier/foldcote/custock board, Leaf Dimension: 240mmx320mm (+1mm), 100 pieces/pack 4.00 6,000.00
 26 2000 piece FOLDER, with TAB, Legal, Tagboard/carrier/foldcote/custock board, Leaf Dimension: 240mmx365mm (+1mm), 100 pieces/pack 4.62 9,240.00
 27 65 jar GLUE, 200 grams, with tapered applicator attached to the cap 120.00 7,800.00
 28 30 can INSECTICIDE, Aerosol, Kerosene-based, Multi-insect killer, Cautionary Scent/odor required, 600ml (min) 220.00 6,600.00
 29 10 unit KEYBOARD, USB Type, English Keyboard Layout 660.00 6,600.00
 30 10 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 86.00 860.00
 31 10 case MAP PIN, Round Head, 9.5mm diameter, assorted colors, 100 pieces in plastic case 53.75 537.50
 32 70 set MARKER, Fluorescent, 3 assorted colors per set, Barrel: Flat, Tip: Chisel Point 50.00 3,500.00
 33 200 piece MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLACK 14.00 2,800.00
 34 100 piece MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLUE 14.00 1,400.00
 35 120 piece MARKER, Whiteboard, Tip: Felt, bullet type, Point: Medium, BLACK 22.17 2,660.40
 36 150 pad NOTEPAD, Stick-On, 2x3" min., 100 sheets per pad 37.06 5,559.00
 37 120 pad NOTEPAD, Stick-On, 3x3" min., 100 sheets per pad 52.00 6,240.00
 38 100 pad NOTEPAD, Stick-On, 3x4" min., 100 sheets per pad 59.28 5,928.00
 39 950 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 195.00 185,250.00
 40 700 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 230.00 161,000.00
 41 10 piece PUNCHER, paper, heavy duty, with two hole guide, 30 sheets of 70gsm multipurpose paper, Diameter of hole: 7mm (approx), in individual box 156.76 1,567.60
 42 80 book RECORD BOOK, 300 pages, size: 214mm x 278mm min, with "Official Record Book" printed on front outside cover 180.00 14,400.00
 43 100 book RECORD BOOK, 500 pages, size: 214mm x 278mm min, with "Official Record Book" printed on front outside cover 210.00 21,000.00
 44 20 piece RULER, plastic, 450mm, width 38mm min, Thickness: 1.30mm min., Ruler Scale: Millimeters, Centimeters, Inches 19.93 398.60
 45 200 piece SIGN PEN, Black, liquid/gel ink. 0.5mm needle type 34.61 6,922.00
 46 20 bottle STAMP PAD INK, purple or violet, 50ml (min) 40.00 800.00
 47 10 piece STAMP PAD, Felt, bed dimension: 60mm x 100mm 39.92 399.20
 48 20 piece STAPLER, Standard type, load cap 200 staples (min), 1 pc in individual packaging 145.60 2,912.00
 49 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 85.00 850.00
 50 150 roll TAPE, Masking, width: 24mm (\pm 1mm), Usable length: 50meters 70.00 10,500.00
 51 100 piece SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle type 34.61 3,461.00
 52 50 set/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 4,150.00

Total 716,627.80

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

NOTE: ALL ITEMS WILL BE SUBJECT FOR EVALUATION

Other Information

MS. SHIRLENE V. VIANZON
 BAC Chairperson
 VALENZUELA MEDICAL CENTER
 Padrigal St., Karuhatan,
 Valenzuela City

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