



Bid Notice Abstract

Request for Quotation (RFQ)

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

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

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 (±1mm), Usable length: 50meters	140.39	14,039.00
74	700 roll TAPE, Transparent, width: 24mm (±1mm), Usable length: 50meters	17.95	12,565.00
75	400 roll TAPE, Transparent, width: 48mm (±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. For any clarification, you may call Ms. Kezia-Therese C. Medina at telephone no. 8294-4625 or via email at vmc.bac2025@gmail.com.			

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