



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12008403

**Procuring Entity** VALENZUELA MEDICAL CENTER

**Title** Supply and Delivery of Various Office Supplies not available at PS-DBM - 31 items

**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	VMC-2025-148	<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>	2
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	03/05/2025
<b>Approved Budget for the Contract:</b>	PHP 309,630.35	<b>Last Updated / Time</b>	03/05/2025 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	07/05/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	KRISTINE MANUEL BAC Secretariat Padrigal St., Karuhatan, Valenzuela City Metro Manila Philippines 63-2-(02) 294-4625  kristine.manuel905@gmail.com		

#### Description

PR# 25-03-440

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

- 1 575 piece BALLPEN, Black 15.00 8,625.00
- 2 300 piece BALLPEN, Blue 15.00 4,500.00
- 3 100 piece BALLPEN, Red 15.00 1,500.00
- 4 20 pack CARTOLINA, assorted colors, Bristol board, Size: 572mmx724mm (-3mm), 20 pieces/pack 83.72 1,674.40
- 5 45 box CLIP BACKFOLD, all metal, clamping: 25mm (+1mm), Small, 12 pieces/box 15.00 675.00
- 6 25 box CLIP BACKFOLD, all metal, clamping: 32mm (+1mm), Medium, 12 pieces/box 30.00 750.00
- 7 130 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 11,700.00
- 8 200 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
- 9 45 box FASTENER, METAL, non-sharp edges, for paper, 70mm between prongs, 50 sets per box 113.57 5,110.65
- 10 5 piece FLASH DRIVE, 16GB capacity, USB version 2.0/3.0 port compatible, plug-n-play, with light indicator, Individually Pack 240.00 1,200.00
- 11 100 piece FOLDER, pressboard, 369mm x 242mm (-5mm), expandable, Expansion: 39mm (-3mm), Heavy duty paper board, 100 piece/box 15.00 1,500.00
- 12 100 piece FOLDER, pressboard, A4, expandable, Expansion: 39mm (-3mm), Heavy duty paper board 13.00 1,300.00
- 13 50 jar GLUE, 200 grams, with tapered applicator attached to the cap 120.00 6,000.00
- 14 20 can INSECTICIDE, Aerosol, Kerosene-based, Multi-insect killer, Cautionary Scent/odor required, 600ml (min) 220.00 4,400.00
- 15 10 case MAP PIN, Round Head, 9.5mm diameter, assorted colors, 100 pieces in plastic case 53.75 537.50
- 16 25 set MARKER, Fluorescent, 3 assorted colors per set, Barrel: Flat, Tip: Chisel Point 50.00 1,250.00
- 17 100 piece MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLACK 14.00 1,400.00
- 18 20 pad NOTEPAD, Stick-On, 2x3" min., 100 sheets per pad 37.06 741.20

19 50 pad NOTEPAD, Stick-On, 3x3" min., 100 sheets per pad 52.00 2,600.00  
20 60 pad NOTEPAD, Stick-On, 3x4" min., 100 sheets per pad 59.28 3,556.80  
21 50 box PAPER CLIP, 50mm, vinyl/plastic coated, 100 pieces per box or 120 grams 19.00 950.00  
22 550 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 195.00 107,250.00  
23 350 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 80,500.00  
24 30 book RECORD BOOK, 300 pages, size: 214mm x 278mm min, with "Official Record Book" printed on front outside cover 180.00 5,400.00  
25 70 book RECORD BOOK, 500 pages, size: 214mm x 278mm min, with "Official Record Book" printed on front outside cover 210.00 14,700.00  
26 20 piece RULER, plastic, 450mm, width 38mm min, Thickness: 1.30mm min., Ruler Scale: Millimeters, Centimeters, Inches 19.93 398.60  
27 10 bottle STAMP PAD INK, with applicator, purple or violet, 50ml (min) 40.00 400.00  
28 10 piece STAMP PAD, Felt, bed dimension: 60mm x 100mm 39.92 399.20  
29 20 piece STAPLER, Standard type, load cap 200 staples (min), 1 pc in individual packaging 145.60 2,912.00  
30 100 roll TAPE, Masking, width: 24mm ( $\pm 1$ mm), Usable length: 50meters 70.00 7,000.00  
31 650 roll TAPE, Transparent, width: 24mm ( $\pm 1$ mm), Usable length: 50meters 14.00 9,100.00

Total 309,630.35

**Other Information**

MS. SHIRLENE V. VIANZON  
Chairperson, Bids and Awards Committee  
Valenzuela Medical Center  
Padrigal St., Karuhatan,  
Valenzuela City

**Created by** KRISTINE MANUEL

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