



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

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		
Approved Budget for the Contract:	PHP 716,627.80	Document Request List	1
Delivery Period:	20 Day/s		
Client Agency:		Date Published	25/06/2025
Contact Person:	KRISTINE MANUEL BAC Secretariat Padrigal St., Karuhatan, Valenzuela City Metro Manila Philippines 63-2-(02) 294-4625 kristine.manuel905@gmail.com	Last Updated / Time	25/06/2025 00:00 AM
		Closing Date / Time	30/06/2025 10:00 AM

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, rectanqular, 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 (±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

Created by KRISTINE MANUEL
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