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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9912741
Procuring Entity CITY OF CABANATUAN, NUEVA ECIJA
Title Supply and Delivery of Office Supplies
Area of Delivery Nueva Ecija

Solicitation Number:	RFQ No.2023-07-SVP-0348	Status	Awarded
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Office Supplies and Devices	Date Published	06/07/2023
Approved Budget for the Contract:	PHP 795,871.90	Last Updated / Time	19/07/2023 11:56 AM
Delivery Period:	30 Day/s	Closing Date / Time	11/07/2023 16:30 PM
Client Agency:			
Contact Person:	Joseph Molina Apan Head - BAC Secretariat Kapt. Pepe Subd. Cabanatuan City Nueva Ecija Philippines 3100 63-000-0000000 jabacsecretariat@gmail.com		

Description

REQUEST FOR QUOTATION
RFQ No. 2023-07-SVP-0348

The CITY GOVERNMENT OF CABANATUAN through its Bid and Awards Committee (BAC), will undertake Small Value Procurement for the Supply and Delivery of Office Supplies of (City Assessor Office) in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project : Supply and Delivery of Office Supplies

Location : Cabanatuan City

Brief Description : For the Conduct of General Revision on Assessment and Property Classification

Approved Budget : ₱ 795,871.90

Contract Duration : Thirty (30) Days

A complete set of quotation documents may be purchased by interested proponents on 06 July 2023 from the BAC Secretariat at the BAC Office upon payment of a nonrefundable fee of One Thousand Pesos (₱1,000.00). Moreover, eligibility documents to be submitted are (i) photocopy of proponent's Department or Trade and Industry or Securities and Exchange Commission Registration Certificate, as the case maybe; (ii) Mayor's Permit; (iii) Income/ Business Tax Return; and (iv) Omnibus Sworn Statement.

Submission of eligibility and sealed quotation is on or before 11 July 2023 while the opening of said documents will follow thereafter at the same address indicated above. Late submission shall not be accepted for the following date.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the proponents for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Two sealed envelopes shall be submitted. One for the Technical Documents and the other for the Financial Documents. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the

eligibility and quotation documents.

The proponent determined to have the Lowest Calculated Bid shall be required to furnish the BAC a copy of the following documents within three (3) calendar days from receipt of notice thereof:

- 1) Certificate of PhilGEPS Registration;
- 2) Other applicable licenses and permits

The City Government of Cabanatuan hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call the BAC Secretariat at Telephone No. 044-6004895.

Very truly yours,

NORMAN M. RIÑO
BAC Vice-Chairman

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Supply and Delivery of Office Supplies	For the Conduct of General Revision on Assessment and Property Classification	1	Lot	795,871.90

Created by Joseph Molina Apan

Date Created 05/07/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



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Award Notice Abstract (Ref No.: 4311320)

Status: Updated

Reference Number: 9912741	CITY OF CABANATUAN, NUEVA ECIJA Kapt. Pepe Subd, Cabanatuan City Nueva Ecija, Region III, Philippines		Award Type: Award Notice
Control Number: RFQ No.2023-07-SVP-0348	Awardee : MRV CASTRO GENERAL MERCHANDISE Address : 85 Zone I Campo Tinio, Cabanatuan City Nueva Ecija, Region III, Philippines	Contact Person : Maria Regina Villanueva Castro Designation : Manager/Owner	Contract Amount: Php787,704.20
Bid Notice Title: Supply and Delivery of Office Supplies	Line Item		Award Date: 13-Jul-2023
Approved Budget: Php795,871.90	#	Product/Service/Project Name	Budget
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	1	Supply and Delivery of Office Supplies, For the Conduct of General Revision on Assessment and Property Classification, 44120000, 1, Lot	Php795,871.90
Classification: Goods	Reason for Award : SCRB		Publish Date: 19-Jul-2023
Category: Office Supplies and Devices			Date Last Updated: 19-Jul-2023
Applicable			Contract Number: PO# 1061-23-07-463
Procurement Rules: Implementing Rules and Regulations			Proceed Date: 19-Jul-2023
Funding Source: Government of the Philippines (GOP)			Contract Effectivity Date: 19-Jul-2023
Funding Instrument: Budget for the Contract Approved by the Sanggunian			Contract End Date: 18-Aug-2023
Area of Delivery: Nueva Ecija			Created By: Joseph Molina Apan
Delivery Period: 30 Day/s			Date Created: 19-Jul-2023
Contact Person: Joseph Apan			Approver:
Created By: Joseph Apan			View Documents: 4

Republic of the Philippines



City of Cabanatuan

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

July 13, 2023

MRV CASTRO GENERAL MERCHANDISE

ZONE 1, CAMP TINIO
CABANATUAN CITY

Dear Sir / Madame:

This is to inform you that as per Resolution No. 2023-07-0008 of the Bids and Awards Committee (BAC) of this Office, your company is awarded the contract for the **Supply and Delivery of Office Supplies** based on your quotation dated July 11, 2023 for the Contract Price of equivalent to **Seven Hundred Eighty-Seven Thousand Seven Hundred Four Pesos and Twenty Centavos (P787,704.20)**.

In view thereof, we are hereby transmitting the Purchase Order for the project. Kindly return said Purchase Order to us if you accept the terms and conditions stipulated therein with your signature in the space provided below.

Very truly yours,

MYCA ELIZABETH R. VERGARA
City Mayor

Conforme:

MARIA REGINA V. CASTRO
MRV CASTRO GENERAL MERCHANDISE
Date: 7-13-2023

PAGBABAGO . . . PROGRESO . . . DISIPLINA

City Government Bldg., Kapt. Pepe Subd., Phase II, Cabanatuan City
www.cabanatuancity.gov.ph Email Address: gsocabanatuan@gmail.com



BIDS AND AWARDS COMMITTEE

**BAC Resolution Declaring Small Value Procurement as Alternative Mode of Procurement
and Recommending Approval for Small Value Procurement**

RESOLUTION NO. 2023-07-0008

WHEREAS, the LGU-Cabanatuan City advertised the Request for Quotation for the Supply and Delivery of Office Supplies with an Approved Budget for the Contract (ABC) Seven Hundred Ninety-Five Thousand Eight Hundred Seventy-One Pesos and Ninety Pesos (P795,871.90) posted in Philippine Government Electronic Procurement System (PhilGEPS) website, and three (3) conspicuous places at the premises of the LGU-Cabanatuan City,

WHEREAS, in response to the said advertisements, one (1) dealer submitted price quotation and application for eligibility and one (1) was found eligible on July 11, 2023 and out of this number of eligible dealer, one (1) dealer purchased financial proposal;

WHEREAS, one (1) Price Quotation was submitted and one (1) Price Quotation passed the preliminary examination of price quotation;

WHEREAS, the financial proposal of the dealer was found to be substantially complying;

Name of Dealer	Amount Quoted
MRV CASTRO GENERAL MERCHANDISE	787,704.20

WHEREAS, the detailed evaluation of Price Quotation conducted on July 11, 2023 resulted in the following:

Name of Dealer	Amount Quoted
MRV CASTRO GENERAL MERCHANDISE	787,704.20

WHEREAS, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by the Dealer with the Single Calculated Bid, its proposal has been found to be responsive;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED:

- To declare MRV CASTRO GENERAL MERCHANDISE as the Sole Dealer with the Single Calculated and Responsive Dealer for the Supply and Delivery of Office Supplies;
- To recommend to the City Mayor of the Cabanatuan City Government the award of contract.

RESOLVED, at the Bids and Awards Committee Office this 12th day of July 2023.

NORMAN M. RIÑO
BAC Vice Chairman

SUSANA I. DALLO
BAC Chairman

ENGR. LIZA P. TANTIADO
BAC Member

Atty. ERWIN GLENN Q. VILLARIN
BAC Member

GENE R. PAYUMQO
BAC Member

SHIRLEY H. GONZALES
BAC Member

GERARDO S. DE GUIA
BAC Member

APPROVED:

MYCA ELIZABETH R. VERGARA
Head of Procuring Entity

APPROVED SUBJECT TO AUDITING AND
ACCOUNTING RULES AND REGULATIONS



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

July 19, 2023

MRV CASTRO GENERAL MERCHANDISE

ZONE 1, CAMP TINIO
CABANATUAN CITY

Dear Sir / Madame:

The attached Purchase Order having been approved, notice is hereby given to **MRV CASTRO GENERAL MERCHANDISE**, that delivery may commence for the **Supply and Delivery of Office Supplies**.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to us.

Very truly yours,

MYCA ELIZABETH R. VERGARA
City Mayor

I acknowledge receipt of this Notice on: 7-19-2023

Name of the representative of the Bidder: **MARIA REGINA V. CASTRO**

Authorized Signature: _____

PAGBABAGO . . . PROGRESO . . . DISIPLINA

City Government Bldg., Kapt. Pepe Subd., Phase II, Cabanatuan City

www.cabanatuancity.gov.ph

Email Address: gsocabanatuan@gmail.com

PURCHASE ORDER CABANATUAN CITY

LGU

ANNEX 28*

Supplier: MRV CASTRO GENERAL MERCHANDISE	P. O. No. <u>1061-23-05-505</u>
	Date: <u>07-18-2023</u>
Address: #85 ZONE 1, CAMP TINIO, CABANATUAN CITY	Mode of Procurement: SVP
	PR No./s: 1061-23-05-505

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: Cabanatuan City / GSO	Delivery Term: 30 days
Date of Delivery: within 30 days upon receipt of NTP	Payment Term: after delivery

Item No.	Qty	Unit	Description	Unit Cost	Total Cost
1	400	rms	Bond Paper A4 - HARD COPY	249.90	99,960.00
2	100	toner	HP Ink Toner No. 85-A - HP	264.90	26,490.00
3	100	bxs	Epson 003 (Black) - EPSON	4,498.90	449,890.00
4	20	bxs	Epson 003 (Yellow) - EPSON	377.90	7,558.00
5	20	bxs	Epson 003 (Cyan) - EPSON	377.90	7,558.00
6	20	bxs	Epson 003 (Magenta) - EPSON	377.90	7,558.00
7	20	bxs	Record Book 500 pages - VALIANT	116.15	2,323.00
8	500	pcs	Long White Folder - VICTORY	7.40	3,700.00
9	6	bxs	Pilot Ballpen (Black) - PILOT	324.90	1,949.40
10	50	pcs	Pentel Pen (Black Broad) - PILOT	1,124.90	56,245.00
11	6	bxs	Pencil #2 - MONGOL	106.15	636.90
12	3	bxs	Sign Pen - PILOT	907.10	2,721.30
13	6	bxs	Mailing Envelop - NAMICA	453.90	2,723.40
14	500	pcs	Short Brown Envelop - MICA	3.65	1,825.00
15	1000	pcs	1/4 Brown Envelop - MICA	2.15	2,150.00
16	500	pcs	Long Brown Envelop - ICA	4.90	2,450.00
17	24	bxs	Fastener - PRINCE	39.90	957.60
18	3	pcs	3-Hole Heavy Duty Puncher - KW-TRIO	15,223.65	45,670.95
19	50	pcs	Correction Tape - GATOR	49.90	2,495.00
20	5	bxs	Rubber Band (Large) - ARROW	318.65	1,593.25
21	300	pcs	Expanding Long Folder (Blue) - KRAFT	31.15	9,345.00
22	2	bottle	Risograph Ink - F II TYPE S-81134A	2,212.40	4,424.80
23	24	pcs	Highlighter/Marking Pen - STABILO	50.00	1,200.00
24	12	pcs	Dater - LCT	62.40	748.80
25	12	pcs	Stamp Pad Ink - HUA HUA	36.00	432.00
26	12	pcs	Stamp Pad - LCT	49.90	598.80
27	4000	pcs	Mailing Stamp (10.00)	9.90	39,600.00
28	1000	pcs	Mailing Stamp (5.00)	4.90	4,900.00
				Total	787,704.20

In case of failure to make the full delivery within the specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme:


MARIA REGINA V. CASTRO
Signature over printed Name of Supplier
Date: 7-18-2023

Very truly yours,


MYCA ELIZABETH R. VERGARA
CITY MAYOR

APPROVED SUBJECT TO AUDITING AND
ACCOUNTING RULES AND REGULATIONS

(In Case of Negotiated Purchase pursuant to section 369 (a) of R. A. 7160, this portion must be accomplished).

Approved per Sanggunian Resolution No. _____

Certified Correct: _____
Secretary to the Sanggunian

Date: _____
