September 07, 2026

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the supply and delivery of the following Various Office Supplies with a total approved budget for the contract (ABC) in the amount of One Hundred Fifty-Four Thousand Four Hundred Seventy Pesos (P 154,470.00).**

a. One (1) lot Common-Use Office Supplies (with ABC = PHP 75,150.00)

- 70 packs Battery, AA, drycell, 1.5volts, 2 pcs. /pack @ ABC = PhP 4,200.00
- 60 packs Battery, AAA, drycell, 1.5volts, 2 pcs. /pack @ ABC = PhP 3,000.00
- 30 bxs. Binder Clips (32mm), 12 pcs. / box @ ABC = PhP 1,050.00
- 30 bxs. Binder Clips (19mm), 12 pcs. / box @ ABC = PhP 450.00
- 30 bxs. Binder Clips (25mm), 12 pcs. / box @ ABC = PhP 750.00
- 20 bxs. Binder Clips (±50mm), 12 pcs. / box @ ABC = PhP 1,400.00
- 70 rolls Transparent Tape (24mm) @ ABC = PhP 1,400.00
- 60 rolls Masking Tape (24mm) @ ABC = PhP 1,200.00
- 200 pcs. Arch File Folder 3", Long, Horizontal, Side Clip, Hard Cover (Color: Blue) @ ABC = PhP 30,000.00
- 20 pcs. Record Book, 500 pages, Smyth sewn binding, Machine pre-numbered pages, 55gsm @ ABC = PhP 5,700.00
- 5 bundles Looseleaf Folder (Green), Legal, 50 pcs./bundle @ ABC = PhP 13,750.00
- 25 rolls Packaging Tape (48mm) @ ABC = PhP 875.00
- 60 bxs. Paper Clip, Vinyl/Plastic Coated, 33mm @ ABC = PhP 600.00
- 25 reams Paper, Multicopy, 80gsm, Letter (215mm x 279mm) @ ABC = PhP 8,125.00
- 5 reams Colored Paper, Yellow, 80gsm, A4, 210mm x 297mm @ ABC = PhP 2,250.00
- 20 pcs. Whiteboard Marker, bullet type, black @ ABC = PhP 400.00

b. One (1) lot Janitorial and Other Supplies (ABC = PHP 79,320.00)

- 20 cans Insecticide, Aerosol, Water Based, Multi-Insect Killer, 600ml @ ABC = PhP 6,400.00
- 20 cans Air Freshener, Aerosol Type, 280ml @ ABC = PhP 3,000.00
- 150 rolls Jumbo Tissue Roll, 2-ply, white (at least 24cm diameter x 9cm wide, 200 meters) @ ABC = PhP 15,750.00
- 10 sheets Fly Paper Trap, Size: 18 x 25 cm @ ABC = PhP 1,150.00
- 6 rolls Electrical Tape, PVC, 0.155mm x 19mm x 16m @ ABC = PhP 360.00
- 3 rolls Teflon Tape, 12mm x 0.075mm x 10m @ ABC = PhP 45.00
- 45 packs Trash Bag, 37x40in, XL, 10 pcs./pack @ ABC = PhP 4,050.00
- 70 pcs. Bathroom Deodorizer, 100g @ ABC = PhP 8,400.00
- 15 packs Powder Detergent, All Purpose, 1 kilo/pack @ ABC = PhP 975.00
- 25 pcs. Broom, Stick (Ting-Ting) Standard Size @ ABC = PhP 600.00
- 50 btls. Alcohol, Ethyl 68%-72%, 1 gal./btl. @ ABC = PhP 20,500.00
- 20 btls. Liquid Handsoap, 1gal./btl. @ ABC = PhP 3,400.00
- 20 bxs. Face mask, 3ply (50 pcs. per box) @ ABC = PhP 1,300.00
- 6 bundles Rags (Round, 1 kilo/bundle) @ ABC = PhP 540.00
- 45 packs Trash Bag, 18x20in., Small, 10 pcs./pack @ ABC = PhP 2,925.00
- 25 rolls Duct Tape (48mm) @ ABC = PhP 1,625.00

- 1 roll Nylon Rope, #8 (4.0mm), PE Rope Evelon Cord Lubid, 200 meters @ ABC = PhP 550.00
- 20 btls. Bleach Solution, Multipurpose, 1 gal./btl. @ PhP 3,500.00
- 25 pcs. Doormat, 13x19 inches @ PhP 1,250.00
- 10 pcs. Mop Head, Cotton @ PhP 1,000.00
- 5 btls. Muriatic Acid 29% Maximum HCI Content, 1 gal./btl. @ ABC = PhP 2,000.00

➢ **Checklist of Requirements:**

1. PhilGEPS Certification / Number
2. Mayor's / Business Permit (2026)
3. Certification of Registration (BIR 2303)
4. Duly Signed and Notarized Omnibus Sworn Statement (GPPB updated form) – supported with Original Notarized Secretary's Certificate or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

********NOTE:***

- ***Failure to submit the requirements stated above shall result in the outright disqualification of the bidder.***

- ***This Procurement Project shall be awarded as: One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.***

Qualified bidders should submit their quotations to the address below **on or before September 14, 2026 (Monday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.
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