Republic of the Philippines
Province of Zambales
MUNICIPALITY OF CASTILLEJOS

BIDS AND AWARDS COMMITTEE

BAGONG PILIPINAS

NOTICE OF SMALL VALUE PROCUREMENT

November 16, 2026

The Municipality of Castillejos, through its Bids and Awards Committee (BAC), invites interested suppliers to submit quotations for the hereunder procurement project in accordance with the applicable provisions of RA 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations.

Procurement Details:

Particulars	Description
Project Title	Procurement of Printing Supplies (Toner Ink)
Project Reference No.	2026-1034
Approved Budget for the Contract (ABC)	Php 188,000.00
Funding Source	General Fund
Procurement Method	Small Value Procurement
Delivery/Implementation Period	3 calendar days
Delivery/Project Location	Municipality of Castillejos, Zambales

For the information and reference of interested suppliers, a copy **of Purchase Request (PR)**, containing the requested items and their corresponding specifications and quantities, is attached to this Notice and shall form part of the procurement requirements.

All interested suppliers are requested to submit their duly accomplished and signed quotations together with the required eligibility and technical documents on or before **November 19, 2026** at the Bids and Awards Committee (BAC) Office, this municipality or via email at lgucastillejos.bac@gmail.com

The quotation must not exceed the Approved Budget for the Contract (ABC). Quotations received after the prescribed deadline shall not be accepted.

The Local Government Unit of Castillejos reserves the right to reject any or all quotations, declare failure of procurement, or not award the contract in accordance with the applicable provisions of RA 12009 and its IRR, without thereby incurring any liability to the affected supplier.

For further inquiries and clarification, interested parties may contact the BAC Secretariat through the following:

MS. MARIANE C. ESPINO, MPM / MS. LEAH VINA A. ATINTO
BAC Secretariat
Office of the Mayor
Barangay San Juan, Castillejos, Zambales
Mobile No. 09919986889 / 09517842375

MS. AMELIA P. SANTOS
BAC Chairperson

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PURCHASE REQUEST

LGU: Municipality of Castillejos **Fund:** General

Department : _____ **PR No.:** 100-2611-190 **Date:** 11-03-2026

Section: _____ **FPP :**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	TN 2380	20		
2	pcs	TN269XL Black	8		
3	pcs	TN269XL Cyan	8		
4	pcs	TN269XL Yellow	8		
5	pcs	TN269XL Magenta	8		
6	pcs	CF210A Black	5		
7	pcs	CF211A Cyan	5		
8	pcs	CF212A Yellow	5		
9	pcs	CF213A Magenta	5		
				TOTAL	

Purpose **Office used**

	Requested by:	Cash Availability:	Approved by:
Signature :			
Printed Name	**JEFFREY D. KHONGHUN**	**RENELUZ D. DAVID**	**JEFFREY D. KHONGHUN**
Designation	Municipal Mayor	Municipal Treasurer	Municipal Mayor