



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0042

CANVASS PERIOD: 28 June 2024 to 02 July 2024

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF JUNE TO JULY 2024.**

Attached is Purchase Request No. 24-0042 with an Approved Budget for the Contract (ABC) of **Ninety-Two Thousand Pesos Only (₱92,000.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: **“Submission for the procurement of ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF JUNE TO JULY 2024.**

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF JUNE TO JULY 2024.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
- 3.

IF THE SUPPLIER/ SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;



<p>b.) A Sole Proprietorship</p>	<p>b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,</p>
<p>c.) A Partnership</p>	<p>c.1.) SEC Registration of partnership; and; c.2) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider</p>

4. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form signed by the bidder's authorized representative before the deadline on 02 July 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF JUNE TO JULY 2024 (PERIOD OF CANVASS: 28 June 2024 to 02 July 2024)					
TECHNICAL SPECIFICATIONS:			YES	NO	COMMENTS
ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF JUNE TO JULY 2024					
ITEM DESCRIPTION	UNIT	QUANTITY	YES	NO	COMMENTS
1. Battery (AA), Alkaline, Two (2) pieces/blister pack	Pack	18			
2. Battery (AAA), Alkaline, Two (2) pieces/blister pack	Pack	12			
3. Clip, Backfold, 19mm (3/4")	Box	46			
4. Clip, Backfold, 25mm (1")	Box	36			
5. Clip, Backfold, 32mm (1 1/4")	Box	22			
6. Data Folder <ul style="list-style-type: none"> 75mm W x 230mm H x 380mm L (min.) With all steel level arch file mechanism and taglia lock Spine is provided with finger ring and clear plastic pocket for the insert 	Piece	60			

**ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF JUNE TO JULY 2024
(PERIOD OF CANVASS: 28 June 2024 to 02 July 2024)**

ITEM DESCRIPTION	UNIT	QUANTITY	YES	NO	COMMENTS
7. Envelope (Documentary, A4)	Box	4			
8. Envelope, Mailing, White	Box	4			
9. Facial Tissue Refill, 3-ply, 140 pulls per pack	Pack	4			
10. Fastener, Metal, Non-sharp Edges, 50 sets per box	Box	8			
11. Flags, Assorted Colors	Set	38			
12. Flags, Sign-Here	Set	38			
13. Glue <ul style="list-style-type: none"> • All-purpose • Plastic squeeze type bottle with twist-cap dispenser 	Jar	6			
14. Insecticide, Aerosol, 600 ml (min.)	Can	6			
15. Marker (Fluorescent) <ul style="list-style-type: none"> • Colors per set: Yellow, Orange, and Green 	Set	10			
16. Marker (Permanent), Black, Felt Tip	Piece	18			
17. Marker (Permanent), Blue, Felt Tip	Piece	16			
18. Marking Pen (For whiteboard), Black, Felt Tip	Piece	10			
19. Marking Pen (For whiteboard), Blue, Felt Tip	Piece	12			
20. Marking Pen (For whiteboard), Red, Felt Tip	Piece	8			
21. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30			
22. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	28			
23. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	34			
24. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	28			
25. Paper Clip, 33mm	Box	24			
26. Sign Pen (Red) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	10			
27. Sign Pen (Black) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	88			

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ITEM DESCRIPTION	UNIT	QUANTITY	YES	NO	COMMENTS
28. Sign Pen (Blue) a. Tip: 0.5mm b. Type: Liquid or gel c. With non-slip rubber grip d. With metal clip	Piece	74			
29. Stamp Pad, Felt	Piece	6			
30. Staple Wire (No. 35)	Box	12			
31. Surgical Mask, 3-ply, 50 pieces per box	Box	104			
32. Tape (Packaging) 48 mm, Color: Tan	Roll	10			
33. Tape (Transparent) 48mm	Roll	16			
34. Tape Dispenser, Tabletop, For 24mm wide tapes	Piece	8			
35. Tissue, Interfolded Paper Towel, 150 pulls per pack	Piece	44			
36. Fluorescent Tube, 36 Watts, T8, 2500 Lumens, Daylight	Piece	10			
37. Fluorescent Tube Starter, 4-65 Watts, 220-240 Volts	Piece	10			
38. LED MR16-20SMD Lights, 3 Watts, 250 Lumens, Daylight	Piece	10			
39. Universal Outlet Extension Cord 3-Gang with switch, 1.83-meter cord length (min.), 2500 Watts, 10 Amperes, 250 Volts	Piece	10			
40. Storage Box with Lid e. Made with thick chip board f. Size: 11"W x 15 5/8"L x 11"H	Box	30			
TERMS			YES	NO	COMMENTS
1. Inclusive of delivery charge					
2. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.					
3. Replacement of defective item without additional charge.					
4. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.					

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Ninety-Two Thousand Pesos Only (₱92,000.00).	In Words: _____ _____ _____ In Figures: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

**Signature over Printed Name
of the Sole Proprietor or
the Authorized Representative
(for corporations and partnerships)**

Office Telephone /Fax/Mobile Nos

Email address/es