



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 23-0021**

**CANVASS PERIOD: 24 April to 05 May 2023**

**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 (NOT AVAILABLE IN PS-DBM) FOR THE 1<sup>ST</sup> QUARTER OF FY 2023.** Attached is Purchase Request No. 23-0021 with an Approved Budget for the Contract (ABC) of One Hundred Twenty-Five Thousand Pesos Only (₱125,000.00).

All submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) with subject name: "Submission for the Procurement of **ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 1<sup>ST</sup> QUARTER OF FY 2023.**"

Physical submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>Administrative Division, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 1<sup>ST</sup> QUARTER OF FY 2023.</b>

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2023 Mayor's/Business Permit;
2. PhilGEPS Certificate of Registration or Registration Number; and
- 3.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate

	<p><b>and,</b></p> <p>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 <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;</p>
b.) A Sole Proprietorship	<p>b.1.) Department of Trade and Industry (DTI) Certificate;</p> <p><b>and,</b></p> <p>b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b></p> <p>Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,</p>
c.) A Partnership	<p>c.1.) SEC Registration of partnership;</p> <p><b>and;</b></p> <p>c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> 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 before the deadline on 05 May 2023, 10:00am** renders the submission, **NON-COMPLIANT.**

For further inquiries, you may reach us at at 5310 4177/4176 or send an email to: [procurement@gcg.gov.ph](mailto: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 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:**

<b>ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 1<sup>ST</sup> QUARTER OF FY 2023. (PERIOD OF CANVASS: 24 APRIL TO 05 MAY 2023)</b>					
<b>Technical Specifications:</b>	<b>Unit</b>	<b>Qty</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. One (1) Lot Supply and Delivery of Office SUPPLIES (not available in PS-DBM) for the 1st Quarter of FY 2023	Lot	1			
2. Battery, dry cell, size AA, Two (2) pieces per blister pack	Pack	15			
3. Clearbok , 20 transparent pockets, A4	Piece	30			
4. Clearbook, 20 transparent pockets, legal	Piece	30			
5. Clip, backfold, 19mm	Box	50			
6. Clip, backfold, 25mm	Box	100			
7. Clip, backfold, 32mm	Box	50			

**ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM)  
FOR THE 1<sup>ST</sup> QUARTER OF FY 2023.  
(PERIOD OF CANVASS: 24 APRIL TO 05 MAY 2023)**

Technical Specifications:	Unit	Qty	Yes	No	Comments
8. Digital Recorder <ul style="list-style-type: none"> <li>Built-in Memory: 4GB</li> <li>Channel: Stereo, USB connectivity</li> <li>Recording &amp; Playback Format: MP3 ,WMA, etc., Built-in Microphone , Earjack</li> <li>Functionality: Voice-operated recording or equivalent, noise cut filter, low cut filter, digital pitch control and USB charge</li> </ul>	Unit	4			
9. Envelope, Expanding, Kraft, 100pieces per box	Box	5			
10. Eraser, plastic/rubber	Piece	15			
11. External Hard Drive, 1TB	Unit	5			
12. Furniture Cleaner, 300ml, aerosol type	Can	5			
13. Insecticide, 600ml, aerosol type	Can	5			
14. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	10			
15. Marker, whiteboard, felt tip, bullet type, black	Piece	10			
16. Mouse, optical, USB Connection Type	Unit	30			
17. Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	80			
18. Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	50			
19. Note Pad, stick on 3" x 4", 100 sheets per pad	Pad	50			
20. Pencil, lead/graphite, with eraser, one (1) dozen/box	Box	10			
21. Puncher, paper, heavy duty	Piece	30			
22. Rubber Band, No. 18, 350g	Box	8			
23. Scissors, symmetrical or asymmetrical	Piece	30			

**ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM)  
FOR THE 1<sup>ST</sup> QUARTER OF FY 2023.  
(PERIOD OF CANVASS: 24 APRIL TO 05 MAY 2023)**

<b>Technical Specifications:</b>	<b>Unit</b>	<b>Qty</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
24. Stamp Pad, felt	Piece	5			
25. Tape Dispenser, tabletop, for 24mm width tape	Piece	10			
26. Tape, masking, 24mm	Roll	10			
27. Tape, masking, 48 mm	Roll	5			
28. Tape, packaging, 48 mm	Roll	10			
29. Tape, transparent, 24 mm	Roll	25			
30. Toner Cart, HP CE312A, Yellow	Cartridge	1			
31. Wastebasket, non-rigid plastic, square, oval or round shape Thickness (min.): 1.20mm Height (min.): 225mm	Piece	20			
<b>Other Terms</b>			<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. No subcontracting is allowed.					
2. All items should be delivered within fifteen (15) calendar days upon the receipt of Purchase Order (PO).					
3. GCG shall be given twenty (20) working days after the receipt of goods 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).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Hundred Twenty-Five Thousand Pesos Only (P125,000.00).	<b>In Words:</b> _____ _____ _____ <b>In Figures:</b> _____



**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 Authorized Representative

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone /Fax/Mobile Nos

\_\_\_\_\_  
Email address/es