



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 23-0051

CANVASS PERIOD: 25 to 31 October 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 MONTHS OF NOVEMBER TO DECEMBER 2023.** Attached is Purchase Request No. 23-0051 with an Approved Budget for the Contract (ABC) of One Hundred Eleven Thousand Pesos Only (₱111,000.00). 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 (Not Available in PS-DBM) for the Months of November to December 2023.”***

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 (Not Available in PS-DBM) for the Months of November to December 2023.

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;



Management System
 ISO 9001:2015

www.tuv.com
 ID 910580109

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;
b.) A Sole Proprietorship	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,
c.) A Partnership	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

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 31 October 2023, 10:00 a.m.** 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.



Office of the President of the Philippines
GOVERNANCE COMMISSION
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



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:

ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF NOVEMBER TO DECEMBER 2023 (PERIOD OF CANVASS: 25 TO 31 OCTOBER 2023)					
Technical Specifications:	Unit	Qty	Yes	No	Comments
1. Alcohol (Gallon), ethyl, 68% -72% solution	Gallon	5			
2. Battery, dry cell, size AAA, two (2) pieces per blister pack	Pack	15			
3. Correction Tape, gear type, single line tape	Piece	30			
4. Cutter <ul style="list-style-type: none"> • Anti-slip grip molded body • Built-in blade snapper • Steel blade track • Safety screw locking mechanism 	Piece	10			
5. Data Folder, 75mm W x 230mm H x 380mm L (min.)	Piece	60			
6. Envelope, Mailing	Box	5			
7. Folder, Tagboard, Legal	Pack	3			
8. Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	30			
9. Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	30			
10. Note Pad, stick on, 3" x 4", 100 sheets per pad	Pad	25			
11. Notebook, stenographer	Piece	33			
12. Record Book (300 pages) <ul style="list-style-type: none"> • Paper Stock • 265mm (L) x 165mm (W) (min.) • 55 gsm 	Booklet	10			

13. Record Book (500 pages) <ul style="list-style-type: none"> • Paper Stock • 265mm (L) x 165mm (W) (min.) • 55 gsm 	Booklet	8			
14. Sign Pen, Extra fine tip, black	Piece	90			
15. Sign Pen, Extra fine tip, blue	Piece	83			
16. Stamp Pad, felt	Piece	8			
17. Staple Wire (No. 35)	Box	13			
18. Tape, masking, 24mm	Roll	13			
19. Tape, transparent, 24mm	Roll	18			
20. Paper Multicopy A4, 80 gsm, 500 sheets per ream	Ream	228			
21. Paper Multicopy Legal, 80 gsm, 500 Sheets per ream	Ream	48			
OTHER TERMS					
a. Inclusive of Delivery Charge					
b. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.					
c. Replacement of defective item without charge or expense to GCG.					
d. 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).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
<p>One Hundred Eleven Thousand Pesos Only (P111,000.00)</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p>

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