



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0057
CANVASS PERIOD: 19 to 22 August 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 SEPTEMBER TO OCTOBER 2024.**

Attached is Purchase Request No. 24-0057 with an Approved Budget for the Contract (ABC) of **Sixty-Nine Thousand Pesos Only (P69,000.00)**. 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 SEPTEMBER TO OCTOBER 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 SEPTEMBER TO OCTOBER 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;
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 **Request for Quotation form signed by the bidder's authorized representative before the deadline on 22 August 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 SEPTEMBER TO OCTOBER 2024. (PERIOD OF CANVASS: 19 to 22 August 2024)					
TECHNICAL SPECIFICATIONS			YES	NO	COMMENTS
ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF SEPTEMBER TO OCTOBER 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	14			
3. Clip, Backfold, 19mm (3/4")	Box	44			
4. Clip, Backfold, 25mm (1")	Box	24			
5. Cutter <ul style="list-style-type: none"> ▪ Anti-slip grip molded body ▪ Built-in blade snapper ▪ Steel blade track ▪ Safety screw locking mechanism 	Piece	8			
6. Desk Tray (Black, Plastic, 2 Layers)	Piece	6			
7. Envelope (Documentary, A4)	Box	4			
8. Envelope, Expanding, Uncoated Board, Legal	Box	4			
9. Envelope, Mailing, White	Box	4			

10. Facial Tissue Refill, 3-ply, 140 pulls per pack	Pack	4			
11. Fastener, Metal, Non-sharp Edges, 50 sets per box	Box	8			
12. Flags, Assorted Colors	Set	34			
13. Flags, Sign-Here	Set	32			
14. Glue <ul style="list-style-type: none"> · All-purpose · Plastic squeeze-type bottle with twist-cap dispenser 	Jar	6			
15. Insecticide, Aerosol, 600 ml (min.)	Can	6			
16. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	16			
17. Marker (Permanent), Black, Felt Tip	Piece	18			
18. Marker (Permanent), Blue, Felt Tip	Piece	16			
19. Marking Pen (For whiteboard), Black, Felt Tip	Piece	12			
20. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30			
21. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	24			
22. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	24			
23. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	26			
24. Notebook, stenographer, spiral, 60 leaves	Piece	28			
25. Paper Clip, 33mm	Box	24			
26. Paper Clip, 50mm	Box	20			
27. Ring Binder (12.7mm x 1.12m), 10 pieces per bundle	Bundle	8			
28. 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	100			

29. Sign Pen (Blue) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	74			
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 Dispenser, Tabletop, For 24mm wide tapes	Piece	8			
34. Tissue, Interfolded Paper Towel, 150 pulls per pack	Piece	46			
35. Storage Box with Lid <ul style="list-style-type: none"> • Made with thick chip board • 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]
Sixty-Nine Thousand Pesos Only (P69,000.00).	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