



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0003

CANVASS PERIOD: 22 to 25 January 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 (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024.**

Attached is Purchase Request No. 24-0003 with an Approved Budget for the Contract (ABC) of One Hundred Five Thousand Pesos Only (₱105,000.00). 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 January to February 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 <i>ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024.</i>

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit or 2023 Mayor's/Business Permit together with the proof of payment or official receipt as proof that the prospective bidder has applied for renewal;
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 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 25 January 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 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 JANUARY TO FEBRUARY 2024. (PERIOD OF CANVAAS: 22 TO 25 JANUARY 2024)					
Item Description			Yes	No	Comments
ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024					
Technical Specifications:	Unit	Quantity	Yes	No	Comments
1. Battery, dry cell, size AA, 1.5 volts, Alkaline, two (2) pieces per blister pack	Pack	17			
2. Battery, dry cell, size AAA, 1.5 volts, Alkaline, two (2) pieces per blister pack	Pack	14			
3. Clip, backfold, 32mm	Box	19			
4. Correction Tape, gear type, single line tape	Piece	28			
5. Envelope, Mailing	Box	3			
6. Insecticide, Multi-insect Killer, Aerosol, 600 ml	Can	5			
7. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	20			
8. Marker, Permanent, Black, Felt, Bullet Type	Piece	14			
9. Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	28			
10. Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	24			
11. Note Pad, stick on, 3" x 4", 100 sheets per pad	Pad	28			
12. Paper, Multicopy A4, 80 gsm	Ream	213			
13. Paper, Multicopy Legal, 80 gsm	Ream	45			
14. Paper Clip, vinyl/plastic coated, 33mm	Box	17			

15. Pencil, lead/graphite, with eraser	Box	8			
16. Record Book (300 pg) Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	10			
17. Record Book (500 pg) Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	8			
18. Sign Pen, Extra fine tip, black	Piece	84			
19. Sign Pen, Extra fine tip, blue	Piece	78			
20. Stamp Pad, felt	Piece	8			
21. Stamp Pad Ink	Bottle	5			
22. Staple Wire (No. 35)	Box	12			
23. Tape, masking, 24mm	Roll	13			
24. Tape, packaging, 48mm	Roll	13			
25. Tape, transparent, 24mm	Roll	18			
26. Tape, masking, 48mm	Roll	13			
TERMS			Yes	No	Comments
1. All items should be delivered within fifteen (15) working days upon receipt of Purchase Order.					
2. Replacement of defective item without additional charge.					
3. 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 Five Thousand Pesos Only (P105,000.00).</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</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