



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 23-0035

CANVASS PERIOD: 06 to 11 July 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 **SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 2ND QUARTER OF FY2023.**

Attached is Purchase Request No. 23-0035 with an Approved Budget for the Contract (ABC) of One Hundred Eighty-One Thousand Pesos Only (₱181,000.00). 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: Supply and Delivery of Office Supplies (Not Available in PS-DBM) For The 2nd Quarter Of FY2023.”***

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>SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 2ND QUARTER OF FY2023.</i>

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;

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 11 July 2023, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5310-4176 or 5310-4177 or send an email to: procurement@gcq.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:

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 2ND QUARTER OF FY2023 (PERIOD OF CANVASS: 06 TO 11 JULY 2023)					
Technical Specifications:	Unit	Qty	Yes	No	Comments
Supply and Delivery of Office Supplies (Not Available in PS-DBM) For The 2nd Quarter of FY2023	Lot	1			
1. Eraser, plastic/rubber	Pieces	15			
2. Sign Pen, Black, Liquid or gel	Pieces	50			
3. Sign Pen, Red, Liquid or gel	Pieces	50			
4. Battery, dry cell, size AA, Two (2) pieces per blister pack	Packs	15			
5. Battery, dry cell, size AAA, Two (2) pieces per blister pack	Packs	15			
6. Air Freshener, Aerosol type, 150g	Cans	15			
7. Disinfectant Spray, Aerosol type, 400g	Cans	25			
8. Furniture Cleaner, Aerosol type, 300ml	Cans	5			
9. Wastebasket, non-rigid plastic, Square, oval, or round shape Thickness (min.): 1.20mm Height (min.): 225mm	Pieces	20			
10. Face Mask, 3 ply, fifty (50) pieces per box	Boxes	441			
11. Light-Emitting Diode (LED) Linear Tube, 18 watts	Pieces	10			

12. Staple Wire, standard	Boxes	20			
13. Tape, masking, 24mm	Rolls	10			
14. Tape, masking, 48 mm	Rolls	5			
15. Tape, packaging, 48 mm	Rolls	5			
16. Tape, transparent, 24 mm	Rolls	25			
17. Clip, backfold, 19mm	Boxes	25			
18. Clip, backfold, 25mm	Boxes	50			
19. Clip, backfold, 32mm	Boxes	25			
20. Data folder, 75mm W x 230mm H x 380mm L (min.)	Boxes	40			
21. Envelope, Documentary, A4, 500 pieces per box	Boxes	5			
22. Envelope, Expanding, Kraft, 100 pieces per box	Boxes	5			
23. Envelope, Expanding, Plastic	Pieces	50			
24. Fastener, metal, non-sharp edges, 50 sets per box	Boxes	10			
25. File Organizer, expanding, plastic, legal	Pieces	25			
26. File Tab Divider, Bristol board, A4	Sets	22			
27. File Tab Divider, Bristol board, legal	Sets	22			
28. Marker, Fluorescent, 3 colors per set	Sets	20			
29. Marker, whiteboard, felt tip, bullet type, Black	Pieces	10			
30. Pencil, lead/graphite, with eraser, one (1) dozen/box	Boxes	10			
31. Puncher, paper, heavy duty	Pieces	30			
32. Scissors, symmetrical or asymmetrical	Pieces	30			
33. Tape Dispenser, tabletop, for 24mm width tape	Pieces	5			
34. Note Pad, stick on, 2" x 3", 100 sheets per pad	Pads	35			
35. Note Pad, stick on, 3" x 3", 100 sheets per pad	Pads	40			
36. Note Pad, stick on 3" x 4", 100 sheets per pad	Pads	20			
37. Notebook, stenographer	Piece	25			

38. Record Book, 500 Pages	Booklets	10			
39. Tissue, Interfolded Paper Towel, 150 pulls per pack	Packs	150			
40. Toilet Tissue Paper, 2 ply, 12 rolls in a pack	Packs	147			
41. Liquid Hand Sanitizer, 500ml	Bottles	90			
42. Insecticide, 600ml, aerosol type	Cans	5			
OTHER TERMS					
All items should be delivered within fifteen (15) working days upon the receipt of Purchase Order (PO).					
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 Eighty-One Thousand Pesos Only (₱181,000.00)	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 Authorized Representative

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es