



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



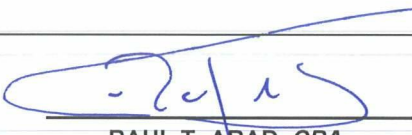
PURCHASE ORDER

Supplier : PLETHORA OFFICE SUPPLIES AND EQUIPMENT TRADING	P.O. No. : 24-0057
Address : Manila East Road, Brgy. Quinale (Pob.), Paete, Laguna	Date : 17 SEP 2024
TIN : 747-240-194-000-01	PR Date : 13-Aug-24
	Mode of Procurement: Shopping under Section 52.1 (b)

Name of Project: **ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF SEPTEMBER TO OCTOBER 2024**

Place of Delivery : **3rd Floor BDO Towers Paseo (formerly Citibank Center), 8741 Paseo De Roxas, Makati City**

Delivery Period: **Fifteen (15) Working days upon receipt of the Purchase Order**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	1	ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTHS OF SEPTEMBER TO OCTOBER 2024	LOT		₱67,827.28
		(Please see attached Terms of Reference)			
		***** Nothing Follows *****			
		Requesting Office:  RAUL T. ABAD, CPA Director IV			

(Total Amount in Words) **Sixty-Seven Thousand Eight Hundred Twenty-Seven Pesos and 28/100 Only** ₱67,827.28


Purpose: for the procurement of common-use office supplies for accommodating the GCG office personnel in their day-to-day operations.

*** This Purchase Order is subject to the terms and conditions stated at the back of this document***

Conforme:



MS. APRILITA PASION WYMAN
 Signature over Printed Name of Supplier

Very truly yours,


ATTY. MARIUS P. CORPUS
 Chairperson

9-20-2024
 Date

Fund Cluster : 01
 Funds Available : 67,827.28


JOSUE C. ROSAL
 OIC - Chief Accountant


ORS No. : 02-101101-2024-09-0789
 Date of the ORS: 9 Sept. 2024
 Amount : 67,827.28

GOVERNANCE COMMISSION - ALLOTED

R.A. No. 11975

Amount Available: () General () Special () Trust ()

Function Project 5020301000 - Office Supplies





TERMS AND CONDITION

1. **PRICES.** All prices quoted herein are valid, binding and effective at least ninety (90) calendar days from date of quotation/ notice of award. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
2. **NOTICE.** Awardee/ Supplier shall pick up purchase order (s) issued on his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Awardee/ Supplier. Thereafter, if the purchase orders (s) remain unclaimed, the said purchase order (s) shall be sent by the messengerial service to the Awardee/ Supplier at the latter's expense. To avoid delay in the delivery of the requesting office's requirements, all Suppliers shall be precluded from proposing or submitting a substitute sample.
3. **DELIVERY.** Awardee/ Supplier shall be responsible for the source (s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the Supplier to comply with the same shall be ground for cancellation of the award and purchase order without prejudice to the imposition of administrative sanctions provided by the internal rules of the procuring Entity and/ or other applicable laws.

The Procuring Entity (GOVERNANCE COMMISSION FOR GOCCs) reserves the right to accept or reject delivered articles if found not conforming to specifications, terms and conditions stipulated.
4. **PLACE OF DELIVERY.** Awardee/ Supplier shall deliver the items to the Procuring Entity and its Property Officer for inspection and acceptance.
5. **LIQUIDATED DAMAGES.** When the Supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Awardee/ supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by the way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Rejected deliveries shall be construed as non-delivery of product (s)/ item (s) and shall be subject to liquidated damages, subject to the terms and conditions prescribed hereof.
6. **WARRANTY.** For the procurement of goods, in order to assure that manufacturing defects shall be corrected by the Awardee/ Supplier, a warranty security shall be required from the Awardee/ Supplier for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non- expendable supplies, after acceptance by the procuring entity of the delivered supplies. Any defective items (s)/ product (s) that may be discovered by the Procuring entity within the warranty period shall be replaced by the Award/ Supplier within seven (7) calendar days upon receipt of a written notice to that effect.
7. **PAYMENT.** Payment shall be made upon submission of the proof of Acceptance and Inspection report issued by the Procuring entity. All transactions are subject to applicable withholding taxes in accordance with existing BIR Rules and Regulations.
8. **OTHER TERMS AND CONDITIONS.** The Procuring Entity may include other terms and conditions depending on the need and nature of the items subject to the purchase order/ contract. The provisions, terms and condition in the project's Terms of Reference (TOR) shall prevail over these terms and condition in case of conflict.
9. **Provisions contained in Title VI of the Civil code of the Philippines on Sales and in Republic Act 9184 and its Revised implementing Rules and Regulations are hereby incorporated and made as an integral part hereof.**
10. **This serves as your Notice to Proceed.**

Full Name and Signature of Authorized Representative
Date Signed



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0057

CANVASS PERIOD: 19 to 22 August 2024

Name of Company: PLETHORA OFFICE SUPPLIES & EQUIPMENT TRADING
 Address: MAMLA EAST ROAD, BRGY. QUINTALE (POB) PARETE, LAGUNA
 Telephone Number: (02) 82912798 / 09178459980
 Tax ID Number (TIN): 7A724019400001
 PhilGEPS Registration Number: 410642

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
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**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	✓		Energizer
2. Battery (AAA), Alkaline, Two (2) pieces/blister pack	Pack	14	✓		Energizer
3. Clip, Backfold, 19mm (3/4")	Box	44	✓		Local
4. Clip, Backfold, 25mm (1")	Box	24	✓		Local
5. Cutter					
• Anti-slip grip molded body					
• Built-in blade snapper	Piece	8			
• Steel blade track			✓		INGCO
• Safety screw locking mechanism					
6. Desk Tray (Black, Plastic, 2 Layers)	Piece	6	✓		Local
7. Envelope (Documentary, A4)	Box	4	✓		Local
8. Envelope, Expanding, Uncoated Board, Legal	Box	4	✓		Local
9. Envelope, Mailing, White	Box	4	✓		Local

10. Facial Tissue Refill, 3-ply, 140 pulls per pack	Pack	4	✓		Local
11. Fastener, Metal, Non-sharp Edges, 50 sets per box	Box	8	✓		Local
12. Flags, Assorted Colors	Set	34	✓		Joy
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	✓		Elmer's
15. Insecticide, Aerosol, 600 ml (min.)	Can	6	✓		Kwik
16. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	16	✓		
17. Marker (Permanent), Black, Felt Tip	Piece	18	✓		Pilot
18. Marker (Permanent), Blue, Felt Tip	Piece	16	✓		Pilot
19. Marking Pen (For whiteboard), Black, Felt Tip	Piece	12	✓		Pilot
20. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30	✓		Joy / Hew
21. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	24	✓		Joy / Hew
22. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	24	✓		Joy / Hew
23. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	26	✓		Joy / Hew
24. Notebook, stenographer, spiral, 60 leaves	Piece	28	✓		VECO
25. Paper Clip, 33mm	Box	24	✓		Joy
26. Paper Clip, 50mm	Box	20	✓		Joy
27. Ring Binder (12.7mm x 1.12m), 10 pieces per bundle	Bundle	8	✓		Local
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	✓		my gel

29. Sign Pen (Blue) • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip	Piece	74	✓		My Gel
30. Staple Wire (No. 35)	Box	12	✓		Jry
31. Surgical Mask, 3-ply, 50 pieces per box	Box	104	✓		
32. Tape (Packaging) 48 mm, Color: Tan	Roll	10	✓		CRACO
33. Tape Dispenser, Tabletop, For 24mm wide tapes	Piece	8	✓		Joy/HBW
34. Tissue, Interfolded Paper Towel, 150 pulls per pack	Piece	46	✓		LOCAL
35. Storage Box with Lid • Made with thick chip board • Size: 11"W x 15 5/8"L x 11"H	Box	30	✓		LOCAL
TERMS			YES	NO	COMMENTS
1. Inclusive of delivery charge			✓		7 to 10 working days upon receipt of P.O
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: RCBC
Account Number: ASK VIA PHONE
Account Name: PLETHORA OFFICE SUPPLIES & EQUIPMENT TRADING
Branch: HEMAY SQUARE, DMA HEMAY COR E. RODRIGUEZ, NEW MANILA, Q.C

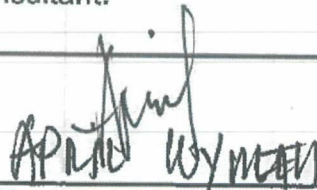
FINANCIAL OFFER:

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: <u>Sixty Seven thousand</u> <u>eight hundred twenty</u> <u>seven ₱ 28 / 100</u> In Figures: <u>₱ 67,827.28</u>

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)

(@) 82912798 / 09176287923
Office Telephone /Fax/Mobile Nos


Email address/es