



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0086
 CANVASS PERIOD: 15 to 19 NOVEMBER 2024

Company/Business Name: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The **Governance Commission for GOCCs (GCG)**, through its Bids and Awards Committee (BAC), formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTH OF DECEMBER 2024** with an Approved Budget for the Contract (ABC) of **One Hundred Seventy-Seven Thousand Pesos Only (P177,000.00)**.

Please submit your best offer addressed to the BAC subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

ATTENTION:	GCG - Bids and Awards Committee
RE:	Submission for the Procurement of ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTH OF DECEMBER 2024

This RFQ must be duly filled out and **signed by the bidder's authorized representative** supported with the specified documents below, and submitted not later than **19 NOVEMBER 2024, 10:00 AM.**

All submissions via email must be sent to procurement@gcg.gov.ph, and all physical bidding documents through **MANUAL/HARDCOPY** submissions must be sealed and submitted to the given address below, **on or before 19 NOVEMBER 2024 at 10:00 AM** (GCG Front Desk Bundy Clock Time):

PROCUREMENT MANAGEMENT DIVISION
 Governance Commission for GOCCs
 8/F BDO Towers Paseo (formerly Citibank Center),
 8741 Paseo De Roxas, Makati City

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit;
2. Valid PhilGEPS Certificate of Registration or Registration Number;
- 3.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
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.) 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.) 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 **RFQ form signed by the bidder’s authorized representative before the deadline on 19 NOVEMBER 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 TO ALL PROSPECTIVE BIDDERS

- 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) All technical specifications must be complied with. Failure to state “**Comply**” with the mandatory requirements shall render the quotation ineligible/disqualified/non-responsive.
- 6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
- 7) 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 MONTH OF DECEMBER 2024 (CANVASS PERIOD: 15 to 19 November 2024)				
MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:			STATEMENT OF COMPLIANCE	REMARKS/ COMMENTS
Note: Non-compliance with the minimum required specifications shall be rejected.			(Must state “ Comply ” or “ Not Comply ”)	(if any)
TECHNICAL SPECIFICATION				
One (1) Lot Supply and Delivery of Office Supplies for the Month of December 2024				
Item Description	Unit	Quantity		
1. Ballpen Black	Piece	72		
2. Ballpen Blue	Piece	60		
3. Battery (AA), Alkaline, Two (2) pieces/blister pack	Pack	36		
4. Battery (AAA), Alkaline, Two (2) pieces/blister pack	Pack	28		
5. Clip, Backfold, 19mm (3/4")	Box	88		
6. Clip, Backfold, 32mm (1 1/4")	Box	32		
7. Clip, Backfold, 50mm (2")	Box	32		

**ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR
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TECHNICAL SPECIFICATION			
Item Description	Unit	Quantity	
8. Cutter <ul style="list-style-type: none"> • Anti-slip grip molded body • Built-in blade snapper • Steel blade track • Safety screw locking mechanism 	Piece	24	
9. Data Folder <ul style="list-style-type: none"> • 75mm W x 230mm H x 380mm L (min.) • With all steel level arch file mechanism and taglia lock • Spine is provided with finger ring and clear plastic pocket for the insert 	Set	80	
10. Desk Tray (Black, Plastic, 2 Layers)	Piece	12	
11. Disinfectant Spray, Aerosol, 400 grams (min.)	Can	32	
12. Eraser, Felt, Blackboard/Whiteboard	Piece	18	
13. Facial Tissue Refill, 3-ply, 140 pulls per pack	Pack	12	
14. Fastener, Metal, Non-sharp Edges, 50 sets per box	Box	16	
15. Flags (Post-it, Assorted Colors)	Set	68	
16. Flags (Post-it, Sign-Here)	Set	64	
17. Flash Drive, 64GB capacity	Piece	36	
18. Fluorescent Tube, 36 Watts, T8, 2500 Lumens, Daylight	Piece	20	
19. Glue <ul style="list-style-type: none"> • All-purpose • Plastic squeeze type bottle with twist-cap dispenser 	Jar	12	
20. Insecticide, Aerosol, 600 ml (min.)	Can	6	
21. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	16	
22. Map Pins, round head, 9.5mm diameter	Box	12	

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TECHNICAL SPECIFICATION					
23. Marker (Permanent), Black, Felt Tip	Piece	18			
24. Marker (Permanent), Blue, Felt Tip	Piece	16			
25. Marking Pen (For whiteboard), Black, Felt Tip	Piece	24			
26. Marking Pen (For whiteboard), Blue, Felt Tip	Piece	20			
27. Marking Pen (For whiteboard), Red, Felt Tip	Piece	16			
28. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30			
29. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	48			
30. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	48			
31. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	52			
32. Ruler, Plastic, 450mm (18"), Width: 38mm min.	Piece	18			
33. Sign Pen (Red) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	40			
34. 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	200			
35. 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	148			
36. Stamp Pad, Felt	Piece	12			
37. Surgical Mask, 3-ply, 50 pieces per box	Box	208			
38. Tape, masking, 48mm	Roll	12			
39. Staple Remover, plier-type, metal	Piece	20			

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TECHNICAL SPECIFICATION			
40. Tape Dispenser, Table Top, for 24mm width tape	Piece	16	
41. 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	100	
42. Tissue, Interfolded Paper Towel, 150 pulls per pack	Pack	96	
43. Universal Outlet Extension Cord 3-Gang with switch, 1.83-meter cord length (min.), 2500 Watts, 10 Amperes, 250 Volts	Piece	10	
TERMS			
<ul style="list-style-type: none"> 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 additional charge. 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). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Hundred Seventy-Seven Thousand Pesos Only (₱177,000.00).	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. Notice of Award shall be signed by the authorized representative and returned to GCG within three (3) calendar days from its receipt.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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