

REQUEST FOR QUOTATION

For the SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE IN THE BIDS AND AWARDS COMMITTEE OFFICE

Date: October 22, 2020

RFQ No.: NLONTOC-RFQ-258-2020

PR No.: 2020-10-2209/10-16-2020

PHILGEPS Ref. No.: 7275519

Name of Company

Complete Company Address

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **October 28, 2020 at 5:00 PM** to the **BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.**

Very truly yours,
RENATO A. TABUTAN
BAC-A Chairman

PLEASE QUOTE: **PER ITEM**

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for **Bids and Awards Committee** of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
1	Ballpen Black (Pilot)*	30	pcs	870.00				
2	Ballpen Black (HBW)*	20	pcs	120.00				
3	Bond Paper 5-24 Long (Paper One)*	150	rms	36,300.00				
4	Bond Paper A4 (Paper One)*	80	rms	17,120.00				
5	Correction Tape 5mmx10m (Joy)*	8	pcs	320.00				
6	Correction Pen 3.5ml (papermate)*	8	pcs	336.00				
7	Clip Back Fold 1 inch 12's	5	bxs	95.00				
8	Clip Back Fold 1 1/4 inch 12's	5	bxs	125.00				
9	Clip Back Fold 1 5/8 inch 12's	5	bxs	250.00				
10	Data File Folder Legal Horizontal	50	pcs	8,050.00				
	See page 2 for the specifications							
	Total							

GENERAL CONDITIONS

1. All entries must be legibly handwritten or typewritten;
2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 Company Name
 RFQ No.
 PR No.
 PHILGEPS Reference No.
4. Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
10. Bids from the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION

Date: _____

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in _____ days from receipt of the Notice To Proceed.

Printed Name & Signature
of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

***Attach Certificate of Registration (BIR)**

Page 2 of Request For Quotation for SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE IN THE BIDS AND AWARDS COMMITTEE OFFICE

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
11	Envelope Brown Long	30	pcs	120.00				
12	Envelope Brown Short	20	pcs	60.00				
13	Expanding Folder Hard Green Long	50	pcs	1,200.00				
14	Expanding Folder Hard Blue Long	60	pcs	1,440.00				
15	Folder Long (White) 14pts. System	60	pcs	360.00				
16	Folder Short (White) 14pts. System	40	pcs	200.00				
17	Frixion Pen Pilot*	6	pcs	558.00				
18	Flash Drive 32G Kingston	2	pcs	1,388.00				
19	Highlighter Pen (Stabilo)	5	pcs	205.00				
20	Mailing Envelope Size 10 w/out print 2XX (Trojan) 500pcs/box	1	box	1,102.00				
21	Official Record/Logbook Blue White 500pp	5	pcs	455.00				
22	Post it 2"x3" (3M) 100s*	20	pads	780.00				
23	Post it 3" x 3" (3M) 100s*	20	pads	840.00				
24	Post it 4" x 6" (3M) 100's	10	pads	1,590.00				
25	Post It Sticky Note Pad Memo Flag Sticker	20	pads	900.00				
26	Pencil (Mongol No. 2)* 12's/box	3	box	261.00				
27	Retractable Sign Pen (Uniball Gel Impact RT) 1.0mm Black*	30	pcs	3,810.00				
28	Retractable Pilot Ballpen Black	12	pcs	696.00				
29	Rubber Band Small 350g	2	box	430.00				
30	Storage Box Legal	10	pcs	2,670.00				
31	Detergent Powder 950g (Tide) 8550g Orig. Scent*	3	pcs	318.00				
32	Scotch Tape 24mmx10m	8	roll	744.00				
33	Doormat Cloth 13"x22"	12	pcs	828.00				
34	Glass Cleaner w/ Trigger 250 ml (Kiwikleen)*	10	bot	1,390.00				
35	Rags (Round-Cotton) 10's	2	10's/ bdl.	58.00				
36	Sack (New)	20	pcs	200.00				
37	Sando Bag Oxo-biodegradable XL	8	100s /pck	760.00				
38	Scouring Pad Size Regular w/foam (Scotch Brite)*	10	pcs	530.00				
39	Toilet Tissue 2 Ply (sanicare)* 12's/pack	4	pcks	736.00				
40	Zonrox 1L Bleach*	30	bot	1,260.00				
41	Diswashing Liquid (lemon) 250ml	20	bot	1,540.00				
42	Liquid hand Soap 450ml (safeguard)*	15	bot	2,595.00				
43	Alcohol 70% 1 gallon	25	gal	16,250.00				
44	Lysol Disinfectant Spray 510g* white/pink	30	bot	17,070.00				
45	Facial Tissue 2 Ply 250 Pulls (Femme)*	30	box	2,100.00				
46	Insect Spray 500 ml (Baygon)*	15	bot	4,890.00				
47	Surgical Mask 50s/box	30	box	4,500.00				
48	Foot Mat with Tray "25x16" Inch.	1	pc	578.80				
	nothing follows							
	TOTAL			138,998.00				

Company Name

Address

Printed Name & Signature
of Authorized Representative