

REQUEST FOR QUOTATION

FOR SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE OF OFFICE OF THE PROVINCIAL VICE GOVERNOR

Date: July 19, 2023

RFQ No.: nlontoc-RFQ-VG002-2023

PR No.: 2023-7-1449/07-11-23

PHILGEPS Ref. No.: 9956095

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 July 25, 2023 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.

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

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 **OFFICE OF THE PROVINCIAL VICE GOVERNOR** of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: **PER ITEM**

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	BIDDER'S PROPOSAL BOX		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					FINANCIAL PROPOSAL (Indicate the Price Offer)			
					Unit Price	Total Price		
1	AIR FRESHENER 320ML	30	PC	6,780.00				
2	ALCOHOL 500ML ISPPROPHYL 70% WITH MOISTURIZER	50	PC	5,800.00				
3	ALL-PURPOSE CLEANSER 500ML	20	PC	2,360.00				
4	BALLPEN BLACK	100	PC	1,600.00				
5	BALLPEN BLACK	100	PC	2,700.00				
6	BALLPEN RED	50	PC	1,350.00				
7	BATTERY ENERGIZER AA	75	PACK	4,425.00				
8	BATTERY ENERGIZER AAA	50	PACK	2,900.00				
9	BLEACH 1L FOR WHITE	20	PC	860.00				
10	BLEACH 1L FOR COLORED FABRIC	20	PC	1,460.00				
11	BROOM SOFT	5	PC	1,595.00				
SEE PAGE TWO FOR CONTINUATION								

GENERAL CONDITIONS

1. All entries must be legibly handwritten or typewritten with no erasures;
2. Bidders must submit the required documents as follows:
 - a) Valid DTI Business Name Registration and/or SEC or CDA Certificate
 - b) Valid Mayor's Permit
 - c) PhilGEPS Online Registration
 - d) BIR Certificate
 - e) Authority of Signing Official and/or Representative
 1. Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)
 2. Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative
 3. Photocopy of two (2) valid ID's of authorizing officer and representative
 - f) All prospective bidders are required to get the original signed copy of Request for Quotation at the BAC Office, Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City for submission together with the eligibility requirements on or before the closing date.
 - g) Notarized omnibus sworn statement.
 - h) Other required documents.
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. 9956095
4. Delivery period at least must be within 30 calendar days from date of receipt of the Notice to Proceed (Indicate the terms 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. Transaction with 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)

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FOR SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE OF OFFICE OF THE PROVINCIAL VICE GOVERNOR

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		
12	BRUSH PLASTIC ORDINARY	5	PC	290.00				
13	CALCULATOR 16 DIGITS	2	PC	1,750.00				
14	CALCULATOR 12 DIGITS	10	PC	3,950.00				
15	CARTOLINA YELLOW	10	PC	110.00				
16	CAR WASH MITTEN SCOTCH BRITE	4	PC	648.00				
17	CLEAR BOOK LONG	10	PC	750.00				
18	CLEAR BOOK SHORT	10	PC	600.00				
19	CLEANSER 350G	20	PC	720.00				
20	CLIP BACKFOLD 12'S/ PACK 1 1/2"	30	PACK	1,050.00				
21	CLIP BACKFOLD 12'S/ PACK 1"	30	PACK	690.00				
22	CLIP BOARD A4	20	PC	1,180.00				
23	CLIP BOARD LEGAL	30	PC	480.00				
24	CLIP BULLDOG 3"	25	PC	350.00				
25	CLOGGED-OFF LIQUID SOSA 500ML	10	PC	1,210.00				
26	COPY PAPER PAPER ONE A4 80GSM	85	REAM	25,840.00				
27	COPY PAPER PAPER ONE LONG S-4	75	REAM	21,900.00				
28	CORK BOARD 18"x25"	2	PC	832.00				
29	CORK BOARD 24"x36" WITH ALUMINUM FRAME	2	PC	1,972.00				
30	CUTTER HEAVY DUTY METAL	5	PC	580.00				
31	DETERGENT BAR 380G	30	PC	780.00				
32	DETERGENT POWDER 900G	20	PC	3,760.00				
33	DIPPER MEDIUM	5	PC	235.00				
34	DISHWASHING LIQUID 250ML	50	PC	3,200.00				
35	DISINFECTANT SPRAY 170ML	20	PC	5,460.00				
36	DOUBLE-SIDED TAPE 3M 24MMX 10M TISSUE TYPE	25	PC	2,675.00				
37	DOORMAT 13"x22" CLOTH	20	PC	1,120.00				
38	DUSTPAN PLASTIC	5	PC	600.00				
39	ENVELOPE BROWN LONG	50	PC	200.00				
40	ENVELOPE BROWN SHORT	50	PC	150.00				
41	ENVELOPE EXPANDING LONG	50	PC	650.00				
42	ENVELOPE MAILING PLAIN WHITE 500'S LONG	5	BOX	1,160.00				
43	ENVELOPE MAILING PLAIN WHITE 500'S SHORT	5	BOX	755.00				
44	ENVELOPE PLASTIC LONG	30	PC	300.00				
45	ENVELOPE PLASTIC SHORT	25	PC	225.00				
46	FABRIC CONDITIONER 360ML	20	PC	1,160.00				
47	FACIAL TISSUE 190 PULLS 2PLY	40	PACK	4,760.00				
48	FLASH DRIVE 128GB	5	PC	9,125.00				
49	FLASH DRIVE 64GB	10	PC	9,230.00				
50	FEATHER DUSTER ORDINARY	3	PC	348.00				
51	FOLDER 14PTS SYSTEM WHITE LONG	250	PC	2,000.00				
52	FOLDER EXPANDING (CAPITOL) GREEN/LIGHT GREEN LONG HARD	100	PC	1,700.00				
53	FURNITURE CLEANER 330ML LEMON	30	PC	10,110.00				
54	GLASS CLEANER 250ML W/ TRIGGER	10	PC	1,450.00				
55	GLOVES RUBBER SCOTCH BRITE YELLOW MEDIUM	5	PACK	685.00				
56	GLUE 130G	10	PC	590.00				
57	HIGHLIGHTER PEN	25	PC	1,025.00				
58	IN/OUT DESK TRAY PLASTIC TRIPLE	5	PC	2,580.00				
59	INDEX CARD 100'S 3"x5" RULED	10	PACK	180.00				
60	INDEX CARD 100'S 4"x6" RULED	10	PACK	200.00				
61	INDEX CARD 100'S 5"x8" RULED	10	PACK	460.00				
62	INSECR SPRAY 500ML	10	PC	3,610.00				
63	LAMINATING FILM 100'S LEGAL SIZE 250MICRON	3	PACK	4,959.00				
64	LIQUID HAND SOAP 500ML	20	PC	4,320.00				
65	MOP REFILL TORNADO MOP	2	PC	2,088.00				
66	MOP TORNADO MOP	2	PC	2,204.00				
67	PAIL 16 LITERS PLASTIC	5	PC	950.00				
68	PACKAGING TAPE 48MMX50M	20	PC	880.00				
69	PAPER CLIP PRINCE VINYL COATED NO.22 SMALL 50G GEM TYPE	25	PACK	275.00				
70	PAPER CLIP PRINCE VINYL COATED NO.50 JUMBO 120G GEM TYPE	25	PACK	575.00				
71	PAPER CUTTER 15"x12"	2	PC	1,972.00				
72	PAPER FASTENER KW-TRIO 50'S PLASTIC	20	BOX	440.00				
	***SEE PAGE THREE FOR CONTINUATION ***							

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FOR SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE OF OFFICE OF THE PROVINCIAL VICE GOVERNOR

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		
73	PARCHMENT PAPER 10'S LONG	15	PACK	375.00				
74	PARCHMENT PAPER 10'S SHORT	15	PACK	345.00				
75	PENCIL 12/BOX NO. 2	5	BOX	600.00				
76	PERMANENT MARKER ASORTED COLORS BROAD	30	PC	1,350.00				
77	POST-IT 3M 100'S 2"X3"	25	PACK	1,750.00				
78	POST-IT 3M 100'S 3"X3"	25	PACK	1,700.00				
79	POST-IT 3M 100'S 3"X4"	25	PACK	2,800.00				
80	POST-IT FLAG SIGN HERE 25X43MM	20	PACK	3,300.00				
81	POST-IT FLAG SIGN HERE ASSORTED 5X7X10CM	10	PACK	1,620.00				
82	POST-IT NOTE 660 YELLOW	30	PACK	4,860.00				
83	RAGS 10'S ROUND COTTON	20	10'S	700.00				
84	ROPE PLASTIC (STRAW)	10	ROLL	560.00				
85	RECORD BOOK 300PP ORB	10	PC	640.00				
86	RECORD 500PP	20	PC	1,940.00				
87	RECORD 500PP ORB	30	PC	2,430.00				
88	RUBBER BAND 350G BIG#18	2	BOX	390.00				
89	RUBBER BAND 350G BIG#16	5	BOX	805.00				
90	RULER 12" PLASTIC	10	PC	430.00				
91	SACK (NEW)	20	OC	240.00				
92	SCISSORS 6" ORDINARY	10	PC	440.00				
93	SCOTCH TAPE 3M 24MX 50M	30	PC	3,540.00				
94	SCOURING PAD SCOTCH BRITE REGULAR	25	PC	875.00				
95	SCOURING PAD WITH SPONGE ZIM SAKTO SIZE	10	PC	240.00				
96	SIGN PEN MYGEL BLACK 0.5	25	PC	800.00				
97	SIGN PEN V10 BLACK	15	PC	1,260.00				
98	SIGN PEN V5 BLACK	15	PC	1,050.00				
99	SIGN PEN V7 BLACK	20	PC	1,400.00				
100	SPECIALITY BOARD ELIT 10'S LONG	50	PACK	1,750.00				
101	STAPLE WIRE MAX 5000'S #35	30	BOX	2,010.00				
102	STAPLER MAX #35 W/ REMOVER	15	PC	1,830.00				
103	SUPER ABSORBENT CAR WIPE CANEBO	10	PC	1,620.00				
104	TAPE DISPENSER MAX HEAVY DUTY	4	PC	520.00				
105	TOILET BOWL CLEANER 500ML	30	BOT	3,480.00				
106	TOILET BRUSH WITH PLASTIC HANDLE	5	PC	350.00				
107	TOILET RUBBER PUMP W/ WOOD HANDLE	5	PC	460.00				
108	TOILET TISSUE JOY 98MM X 100M 2PLY	100	ROLL	1,500.00				
109	WASH CLOTH MICRO MAGIC 3S/PACK 12X12	40	PACK	4,080.00				
110	WASTE BAG 10'S LARGE 13X13X32 BIODEGRADABLE	30	PACK	1,080.00				
111	WASTE BAG 10'S EXTRA LARGE 18.5X18.5X40	50	PACK	3,750.00				
112	WASTE BAG BLACK 10'S 11X11X24	50	PACK	1,050.00				
113	WASTE CAN MEGAWARE ROUND W/ PEDAL	5	PC	935.00				
	* OR ITS EQUIVALENT							
	NOTHING FOLLOWS							
	TOTAL			246,733.00				

Company Name

Address

Printed Name & Signature
of Authorized Representative