



REQUEST FOR QUOTATION
FOR: SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES FOR HEALTH AND SANITATION
PROGRAMS OF OPENRO

 Name of Company

 Complete Company Address

Date: February 10, 2024

RFQ No.: NLONTOC-RFQ-K002-2024

PR No.: 2024-2-231/2-2-24

PHILGEPS Ref. No.: 10541670

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 **February 16, 2024 at 5:00 PM** to the **BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City**.

Very truly yours,

ENGR. GILBERT V. GANDIA
 BAC 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 Environment and Natural Resources Officer (OPENRO)** of the Provincial Government of Cavite.

 (Printed Name & Signature)
AUTHORIZED CANVASSER

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 | | |
| 1 | BROOM STICK | 200 | PCS | 5,600.00 | | | | |
| 2 | SACKS/ NEW | 4300 | PCS | 43,000.00 | | | | |
| 3 | GLOVES | 275 | PAIR | 9,625.00 | | | | |
| | **nothing follows** | | | | | | | |
| | TOTAL | | | 58,225.00 | | | | |

- GENERAL CONDITIONS**
- All entries must be legibly handwritten or typewritten with no erasure;
 - Bidders must submit the required documents as follows:
 - Valid DTI Business Name Registration and/or SEC or CDA Certificate
 - Valid Mayor's Permit
 - PhilGEPS Online Registration
 - BIR Certificate
 - Authority of Signing Official and/or Representative
 - Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)
 - Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative
 - Photocopy of two (2) valid ID's of authorizing officer and representative
 - 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.
 - Notarized omnibus sworn statement.
 - Other required documents.
 - 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.
 - Delivery period must be at least within **15 (fifteen)** calendar days from the date of receipt of the Purchase Order/ Notice to Proceed (Indicate the terms of delivery in the Bidder's Proposal box)
 - Item/s delivered must have warranties for unit replacements, parts, labor or other services;
 - Price validity shall be for a period of three (3) months;
 - Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
 - 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;
 - It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
 - 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;
 - 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)