

REQUEST FOR QUOTATION

FOR: SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES FOR USE IN THE PROVINCIAL ICT OFFICE

Date: August 2, 2024

Name of Company

RFQ No.: NLONTOC-RFQ-257-2024

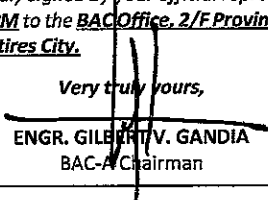
Complete Company Address

PR No.: 2024-7-1671/ 7-26-2024

PHILGEPS Ref. No.: 11109218

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 **August 8, 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-A Chairman

CANVASSER'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 Provincial ICT Office 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		
	OFFICE SUPPLIES							
1	Whiteboard marker-black	50	pcs.	3,800.00				
2	Tape-sign here	10	pcs.	1,975.00				
3	Wooden pencil 12's	3	box	300.00				
4	Double sided foam tape 3'2mm	20	pcs.	1,260.00				
5	Glue All 130grm	20	pcs.	1,400.00				
6	Correction Tape 12/20m	50	pcs.	2,225.00				
7	OFFICE SUPPLIES	50	pcs.	3,800.00				
	SEE PAGE 2 FOR CONTINUATION							

GENERAL CONDITIONS

1. All entries must be legibly handwritten or typewritten with no erasure;
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) Income Tax Return (ITR) for ABC above 500k
 - f) 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
 - g) All prospective bidders may get the original signed 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.
 - h) Notarized omnibus sworn statement.
 - i) Other documents as may be required.
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 within **15** calendar days from date of receipt of the Purchase Order/ 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. 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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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		
8	Masking tape 24mmx22m	50	pcs	2,575.00				
9	Ordinary plastic envelope-short	50	pcs	775.00				
10	Clear plastic envelope-long	50	pcs	1,450.00				
11	Bostik-no more nails	20	pcs	1,490.00				
12	plastic ruler transparent	10	pcs	130.00				
13	Push pins 100/pcs-jar	10	jar	765.00				
14	Staple gun tacker heavy duty	4	pcs	1,392.00				
15	Stamp pad-medium	5	pcs	240.00				
16	Rubberband 100g	5	box	622.50				
17	iD Jacket 182x120mm A6	309	pcs	5,098.50				
18	Sticker paper A4 10's (2 sets)	100	pcs	10,450.00				
19	Epson 057 Inks-70ml (Black, Cyan, Magenta, Yellow, Light Cyan, Light Magenta)/ Set	1	pcs	4,176.00				
20	A4 Waterproof printable vinyl sticker 20 sheets/pack	10	pcs	3,250.00				
21	Mini desktop calculator	5	pcs	2,200.00				
22	Heavy duty metal hinge clips, silver bulldog, single size-3 pack 76mm	30	pck	1,740.00				
23	Specialty paper work paper by ream (100sheets) 200GSM thick board/ 90gsm thin paper short-pale cream	16	ream	2,592.00				
24	Specialty paper work paper by ream (100sheets) 200GSM thick board/ 90gsm thin paper- A4- white	15	ream	4,912.50				
JANITORIAL SUPPLIES								
25	Rectangular trash can w/ swing cover 28ltrs/ set of 3	3	pcs	2,052.00				
26	Ordinary sack green up to 60kls (5pcs)	100	set	3,500.00				
27	Tornado mop original microfiber mophead refill	6	pcs	774.00				
28	Garbage bag-black large (10pc/roll)	20	roll	580.00				
29	Garbage bag-yellow small (10pc/roll)	20	roll	450.00				
30	Liquid hand soap	20	pcs	2,260.00				
31	Heavy duty Pail and dipper	6	pcs	942.00				
	Long size dishwashing gloves	20	pair	1,140.00				
	Kanebo towel	20	pcs	650.00				
	Multi insect killer- water based 500ml	20	pcs	9,240.00				
	Air freshner-lavander twin (320mlx2)	20	pcs	9,280.00				
	NOTHING FOLLOWS							
	TOTAL			85,686.50				

Company Name

Address

Printed Name & Signature of Authorized Representative