REQUEST FOR QUOTATION

FOR: SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES FOR USE OF OPENRO

	Date: August 28, 2024
Name of Company	DEO NA ANI ONTO C DEO VOTO 2024
	RFQ No.: NLONTOC-RFQ-K016-2024
	PR No.: 2024-8-1958/8-19-24
Complete Company Address	PHILGEPS Ref No : 11187556

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 September 3, 2024 at 5:00 PM to the BACOffice, 2/F Provincial Capital Bidg., Bray. San Agustin, Trece Martires City.

Very truit yours, ENGR. GILBER WGANDIA 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 <u>Office</u> of the <u>Provincial Environment and Natural Resources Officer</u> [OPENRO] of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

				- 1				
No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)		L PROPOSAL ne Price Offer)	TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
1	A4 Bond Paper (Ream)	80	ream	18,400.00				
2	Long Bond Paper (Ream)	30	ream	7,500.00				
3	Glue, 130g	12	pcs	672.00				
4	Long Green Folder	50	pcs	1,200.00				
	see page 2 for continuation	T			,			

GENERAL CONDITIONS

- 1. All entries must be legibly handwritten or typewritten with no erasure;
- 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 for ABC above 500K
 - f) 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)
 - ${\bf 2. Notarized\ Secretary's\ Certificate\ with\ attached\ Board\ Resolution\ if\ corporation\ or\ cooperative}$
 - 3. Photocopy of two (2) valid IDs of authorizing officer and representative
 - g) All prospective bidders may get the original signed Request for Quotation at the BAC Office, Provincial Capitol Bidg., Brgy. San Agustin, Trece Martires City for submission together with the eligibility requirements on or before the closing date.
 - h) Notarized omnibus sworn statement.
 - Other documents as may be required.
- 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 within <u>fifteen (15) days</u> from the date of receipt of the Purchase Order/ Notice to Proceed (Indicate the terms of delivery in the Bidder's Proposal box)
- 6. 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;
- 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;
- 11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION

Date:

After havi	na carefully read	and accepted your Genera
•		on the item/s at price/s noted
above for i	mmediate deliver	y and shipment, which can be
made in _		days from receipt of the
Notice To I	Proceed.	
_		
	Printed Nam	ne & Signature
	of Authorized	Renresentative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)



Page 2 of Request for Quotation for <u>SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES</u> <u>FOR USE OF OPENRO</u>

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No.	ITEM DESCRIPTION (Item Name &Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	(Indicate th	PROPOSAL e Price Offer)	TECHNICAL PROPOSAL	Delivery (days/weeks)
5	Long White Folder	50		300.00	Unit Price	Total Price	<u> </u>	
6	Brown Envelope, Long	50	pcs pcs	200.00				
7	Board Paper, Long/10s (White) 10pcs/pack	10	pack	400.00			-	
8	Black Permanent Marker	2	box	888.00				
9	White Board Marker	2	box	1,296.00				
10	Paper clip, small	20	box	260.00				
11	Paper clip, big	20	box	520.00				
12	AA Battery (power hungry devices), 24pcs/box	2	box	2,304.00				
13	AAA Battery (power hungry devices), 24pcs/box	1	box	1,152.00				
14	Paper Fastener, round head, 1 inch	3	box	180.00				
15	Paper Fastener, round head, 2 inches	3	box	330.00				
16	Laminated Film (thick) A4/100s, 10pcs/box	5	box	9,000.00				
17	Binder clip, 2 inches	20	box	1,440.00				
18	Binder clip, 1 ¼ inches	15	pox	540.00				
19	Ring bind, small, black	75	pcs	1,800.00				
20	Ring bind, medium, black	75	pcs	2,700.00				
21	Ring bind, large, black	50	pcs	2,400.00	+			
22	Ziplock, #9 / 7.75" x 11"/100s	5	pack	1,120.00				N
23	Duct tape, 3"	10	ro∯	2,750.00				
24	Clip Board	5	pcs	280.00				
25	Hand soap, 500ml	20	bottle	3,360,00	<u> </u>			
26	Furniture cleaner 330ml	10	bottle	4,100.00				
27	Laundry powder (800g)	10	pack	1,280.00				
28	Original Laundry Detergent bar/single	10	bar	560.00				
29	Scouring pad with foam (Original)	10	pcs	360.00				
30	Basahan (Bilog) per pack/10s	10	pack	300.00				
31	Dishwashing Paste, 400g	10	tub	750.00				
32	Muriatic Acid (500ml)	2	bottle	192.00				
33	Tissue with box (2 ply)	20	box	1,400.00				
34	Tissue Roll (pack of 12)	5	pack	780.00				
35	Paper Towel	60	pcs	2,700.00				
	**nothing follows **							
	TOTAL			73,414.00				

Compa	ny wame
Ad	dress
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Orinted Nam	ne & Signature
	ie & Signature Representative