

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2020-002  
Posting Date: January 8, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the "*Curtain Laundry Services*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Curtain Laundry Services  
Approved Budget for the Contract : One Hundred Twenty Thousand Pesos (P120,000.00)  
Specifications : Please see attached Annex "A"  
Delivery Address : 7<sup>th</sup> Floor Ben-Lor Building,  
1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement (original and notarized);
4. Compliance to the Technical Specifications (Annex "A"); and
5. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of January 15, 2020 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 370-1716 local 129 or via e-mail at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1716 local 128 to 129.

  
SOFIA C. YANTO-ABAD  
BAC Chairperson 61

### TECHNICAL SPECIFICATIONS

Bidders must state **"Comply"** in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

| Specification   | Quantity | Statement of Compliance |
|---|----------|-------------------------|
| Curtain Laundry Services<br><br>Indicative Schedule of Requirements:<br>1 <sup>st</sup> Laundry Service – January 21, 2020<br>2 <sup>nd</sup> Laundry Service – April 13, 2020<br>3 <sup>rd</sup> Laundry Service – July 13, 2020<br>4 <sup>th</sup> Laundry Service – October 12, 2020<br><br>Schedule is indicative only and subject to change upon issuance of notice from OVP Administrative Division | 1 lot    |                         |
| All items should be properly washed to ensure cleanliness, disinfection and preservation of fabric  | N/A      |                         |
| Thick and Thin Linen, 2.84m (W) x 4.72m (L)<br>Quantity: approximately 169 pieces each scheduled laundry service  | N/A      |                         |
| Quantities per scheduled laundry service shall be indicated on the notice   | N/A      |                         |
| Items for laundry should be picked up on the date specified on the notice from OVP Administrative Division  | N/A      |                         |
| Delivery should be made within three (3) calendar days from date of pick up   | N/A      |                         |
| Any cost or damaged item while under the custody of the contractor must be paid by it at cost price or replaced, with the same material, quality and size as the item being replaced and should be accepted by the OVP Administrative Division. Failure to pay or replace the lost or damaged item shall give the OVP the right to deduct equivalent amount from payment due to the contractor            | N/A      |                         |
| Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP  | N/A      |                         |

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date




## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

**The Administrative Division**

Office of the Vice President  
7<sup>th</sup> Floor, Ben-Lor Building  
1184 Quezon Avenue, Quezon City

**Sir/Madam:**

(1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

| Project                  | Item Description         | Quantity                 | Unit | Unit Price | Total Price |
|--------------------------|--------------------------|--------------------------|------|------------|-------------|
| Curtain Laundry Services | Curtain Laundry Services | 1                        | lot  |            |             |
|                          |                          | Total (inclusive of VAT) |      |            |             |

(2) We undertake to deliver above services per technical specifications; and

(3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

\_\_\_\_\_  
The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Number


