

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-036
Posting Date: March 5, 2020

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

Name of Project : Supply and Delivery of Cabinet and Cork Board
Approved Budget : Thirty Eight Thousand Two Hundred Ninety Two Pesos
for the Contract (P38,292.00)
Specifications : Please see attached Annex "A"

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Compliance to the Technical Specifications (Annex "A"); and
4. 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 March 9, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 8370-1724 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 8370-1724 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

PRICE QUOTATION FORM

 Date
The Administrative Division

Office of the Vice President
 7th 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	Qty	Unit	Unit Price	Total Price
Supply and Delivery of Cabinet and Cork Board	Wooden movable cabinet	2	unit		
	Cork board	1	unit		
	Total (inclusive of Tax):				

- (2) We undertake to deliver above goods 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