

**Office of the Vice President  
of the Philippines**

**REQUEST FOR QUOTATION**

**Reference No.:** 2020-105  
**Posting Date:** July 16, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Shopping Procurement for the “*Supply and Delivery of Office and Janitorial Supplies*” in accordance with Section 52 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Office and Janitorial Supplies

Approved Budget : Twelve Thousand Pesos (P12,000.00)  
for the Contract

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. 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 July 21, 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.

  
**SOFA C. YANTO-ABAD**  
BAC Chairperson

### 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
Paper, Multicopy, 80gsm, A4	10 reams	
Ballpen, Black	30 pcs	
Ballpen, Blue	30 pcs	
Tape, Packaging, 2 inches	10 rolls	
Tape, Transparent, 1 inch	10 rolls	
Tape, Transparent, 2 inches	10 rolls	
Tape, Double Sided Foam, 1 in x 5 m	3 rolls	
Tape Dispenser	1 pc	
Paper Clip, Vinyl, 50 mm minimum	5 boxes	
Clip, Backfold, all metal clamping, 25mm	5 boxes	
Marker, Permanent, Bullet Type, Black	12 pcs	
Marker, Permanent, Bullet Type, Blue	12 pcs	
Marker, Whiteboard, Black	12 pcs	
Marker, Whiteboard, Blue	12 pcs	
Twine, Plastic, 1 kilo/roll	1 roll	
Trash Bag, Black, Small, 10 pcs/roll	10 rolls	
Trash Bag, Black, XL, 10 pcs/roll	10 rolls	
Battery, Dry Cell, AAA, 2 pcs/pack	20 packs	
Record Book, 300 pages	15 books	
Broom, Soft (Tambo)	5 pcs	
Dust Pan, non-rigid plastic with detachable handle	5 pcs	
Stapler, Standard Type, Load Capacity: 200 staples minimum	5 pcs	
Correction Tape, 6m minimum	10 pcs	

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
<b>Supply and Delivery of Office and Janitorial Supplies</b>	Paper, Multicopy, 80gsm, A4	10	ream		
	Ballpen, Black	30	pc		
	Ballpen, Blue	30	pc		
	Tape, Packaging, 2 inches	10	roll		
	Tape, Transparent, 1 inch	10	roll		
	Tape, Transparent, 2 inches	10	roll		
	Tape, Double Sided Foam, 1 in x 5 m	3	roll		
	Tape Dispenser	1	pc		
	Paper Clip, Vinyl, 50 mm minimum	5	box		
	Clip, Backfold, all metal clamping, 25mm	5	box		
	Marker, Permanent, Bullet Type, Black	12	pc		

	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
	Marker, Permanent, Bullet Type, Blue	12	pc		
	Marker, Whiteboard, Black	12	pc		
	Marker, Whiteboard, Blue	12	pc		
	Twine, Plastic, 1 kilo/roll	1	roll		
	Trash Bag, Black, Small, 10 pcs/roll	10	roll		
	Trash Bag, Black, XL, 10 pcs/roll	10	roll		
	Battery, Dry Cell, AAA, 2 pcs/pack	20	pack		
	Record Book, 300 pages	15	book		
	Broom, Soft (Tambo)	5	pc		
	Dust Pan, non-rigid plastic with detachable handle	5	pc		
	Stapler, Standard Type, Load Capacity: 200 staples minimum	5	pc		
	Correction Tape, 6m minimum	10	pc		

(2) We undertake to deliver above goods per technical specifications within seven (7) calendar days from receipt of purchase order; 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)

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

Very truly yours,

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Name/Signature of Representative

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Name of Company

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Contact Number