

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

**Reference No.:** 2020-136  
**Posting Date:** August 18, 2020

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

Name of Project : Supply and Delivery of Packaging Materials  
Approved Budget : Seventy One Thousand Five Hundred Pesos (P71,500.00)  
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. 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 August 24, 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](mailto: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

**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."

<b>Specification</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Box, Corrugated, Size: 20 in. x 20 in. x 20 in.	250 pcs	
Bubble Wrap, Size: 40 in. x 100 m	8 rolls	
Stretch Film, Size: 300 m x 500 mm	25 rolls	
Tape, Packaging, Transparent, 2 in.	10 rolls	
Packaging Tape Dispenser, 2 in.	2 pcs	
Supplier must be able to deliver on August 24, 2020	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**


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 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:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Supply and Delivery of Packaging Materials</b>	Box, Corrugated, Size: 20 in. x 20 in. x 20 in.	250	pc		
	Bubble Wrap, Size: 40 in. x 100 m	8	roll		
	Stretch Film, Size: 300 m x 500 mm	25	roll		
	Tape, Packaging, Transparent, 2 in.	10	roll		
	Packaging Tape Dispenser, 2 in.	2	pc		
	Total (inclusive of VAT)				

- (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)

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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