



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

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**REQUEST FOR QUOTATION**

Date: 15 November 2023  
RFQ No.: 046-2023

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (**required**): \_\_\_\_\_

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The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Other Supplies and Materials not available at Procurement Service – Department of Budget and Management (PS-DBM)** through **Section 52 (b) (Shopping)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 20 November 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG**

*Chairperson, Bids and Awards Committee*

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph)

Interested service provider shall also submit a copy of 2023 Mayor's Permit or Business Permit and Notarized Omnibus Sworn Statement along with the quotation on or before the above specified deadline of submission of quotation.

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).

**MARIA LORA T. ALVAREZ-HORTILLAS**

*Vice Chairperson, Bids and Awards Committee*

## INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Other Supplies and Materials not available at PS-DBM			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.			
<b>Office Supplies</b>			
- Clear Tape 18mm x 20 meters	30 pieces		
- Clear Tape 48mm x 20 meters	30 pieces		
- Brown Folder with tab, Legal, 100 pieces per pack	7 packs		
-Brown Folder with tab, A4, 100 pieces per pack	7 packs		
- Data Folder 75mm x 230 mm x 380 mm	120 pieces		
- Storage Bankers Box, 12”(h) x 16” (w)	60 pieces		
- Multipurpose Paper, 70gsm Legal	70 reams		
- Multipurpose Paper, 70gsm A4	200 reams		
- ID Holder 54 x 86mm Holds 2 cards, Clear front, and made of ABS Material, color blue	100 pieces		
- “Sign Here” Tape flag 1” x 1.7”, 50 sheets per pad	30 pads		
<b>Other Supplies (Cleaning Supplies)</b>			
- Ethyl Alcohol, 70%, 1 Gallon	16 gallons		
- Broom Sticks	2 bundles		
- Liquid Hand Soap, 500 ml per bottle	20 bottles		
- Dishwashing Liquid Soap, 1 Gallon	5 gallons		
- Detergent Powder, 1 kilo per pack	3 packs		
<b>Delivery Requirements</b>			
- Delivery within <b>10 calendar days</b> upon receipt of the End-User’s notice of delivery. End-User shall determine and coordinate with the supplier for the date of deliveries.			

**FINANCIAL OFFER:**

**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after receipt of billing. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Bank Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Other Supplies and Materials not available at PS-DBM			
Approved Budget for the Contract: One Hundred Fourteen Thousand Seven Hundred Seventeen Pesos and Seventeen Centavos (PhP115,042.00)			
Items	Quantity (A)	Offered Price per unit (B)	Total Offered price per item (A x B)
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- Liquid Hand Soap, 500 ml per bottle	20 bottles		
- Dishwashing Liquid Soap, 1 gallon	5 gallons		

- Detergent Powder, 1 kilo per pack	3 kilos		
<b>Total Offered Quotation</b>		<b>In words:</b>	
		<b>In figures:</b>	

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

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es