



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: 2024-AD-018

Date: 08 October 2024

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the **“Other Supplies and Materials not available in PS-DBM”** with an Approved Budget for the Contract of **One Hundred Forty-Five Thousand Pesos (PhP145,000.00)** through **Section 52.1(b) (Shopping)** of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **12:00 PM of 11 October 2024**:

- a. **Mayor's/Business Permit**
- b. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template can be accessed through this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations may be submitted through electronic mail at aacrisologo@gppb.gov.ph or physically at the address given below:

ADMINISTRATIVE DIVISION

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,
Quezon City, Philippines 1121
Telephone No.: (+632) 5322-6BAC (6222)

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.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the Mr. Aaron Vinz Paul A. Crisologo at (+632) 5322-6BAC (6222) or send email to aacrisologo@gppb.gov.ph.


JELLA MAE C. GARCIA
Administrative Officer II, Administrative Division





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Annex "A"

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.



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(Date)

THE ADMINISTRATIVE DIVISION

Government Procurement Policy Board-Technical Support Office
Commonwealth Avenue, Quezon City

Sir/Madam:

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

Minimum Technical Specifications	Quantity	Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
I. Supply and Delivery of Office Supplies		
1. Data File Folder 125mm x 230mm x 400mm	100 pcs	
2. Storage Box 12" (h) x 16" (w)	100 pcs	
3. Sign Pen, Blue	150 pcs	
4. Sign Pen, Black	150 pcs	
5. 9v Battery	10 packs	
6. AAA Battery	10 packs	
II. Supply and Delivery of Cleaning Supplies		
1. Dust Mop Set, 36" mop head frame 44" x 11" sweeping size area With handle	2 pcs	
2. Dust Mop Sleeve, 90% nylon 10% cotton Fits 36" mop head frame	4 packs	
3. Black round scouring pad 16" diameter	6 packs	
4. Round Polishing pad 16" diameter	6 packs	
5. Toilet Bowl Brush	15 pcs	
6. Toilet Bowl Cleaner, gallon	8 bottles	
7. Hand Soap, 500ml	50 bottles	
8. Detergent Powder, kilo	25 packs	
9. Bleach, liter	25 bottles	



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10. Stainless Steel Cleaning Spatula	2 pcs	
11. Glass Squeegee, 14" width	5 pcs	
12. Liquid Plumber, 250ml	8 bottles	
13. Dishwashing Liquid, gallon	10 bottles	
14. Disinfectant Spray	50 cans	
III. Delivery Terms Supplier shall deliver the items within seven (7) working days upon receipt of the Purchase Order at GPPB-TSO Building, Commonwealth Avenue, UP Diliman, Quezon City		
Terms of Payment: Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of Inspection and Acceptance Report from the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account. Interested suppliers shall provide the following details in the statement of compliance column: <i>Banking Institution</i> - Account Number - Account Name (should be the exact account name as registered in the bank) - Bank Branch		

FINANCIAL OFFER:

DESCRIPTION	QTY	ABC	Total Offered Quotation (Inclusive of VAT)	
			UNIT PRICE	TOTAL
I. Supply and Delivery of Office Supplier		One Hundred Forty-Five Thousand Pesos (PhP145,000.00)		
1. Data File Folder 125mm x 230mm x 400mm	100 pcs			
2. Storage Box 12” (h) x 16” (w)	100 pcs			
3. Sign Pen, Blue	150 pcs			
4. Sign Pen, Black	150 pcs			
5. 9v Battery	10 packs			
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II. Supply and Delivery of Cleaning Supplies			
1. Dust Mop Set, 36" mop head frame 44" x 11" sweeping size area With handle	2 pcs		
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11. Glass Squeegee, 14" width	5 pcs		
12. Liquid Plumber, 250ml	8 bottles		
13. Dishwashing Liquid, gallon	10 bottles		
14. Disinfectant Spray	50 cans		
TOTAL			
Amount In Words:			

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es