



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

REQUEST FOR QUOTATION

RFQ No.: AD-2025-006R

Date: 21 May 2025

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 Fifty Thousand Pesos (PhP150,000.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **5:00 PM of 28 May 2025**:

- PhilGEPS Registration Number**
- Mayor's/Business Permit**
- Notarized Omnibus Sworn** 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 may access to 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact 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. 12009 and its 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)
Other Supplies and Materials not available in PS-DBM	1 Lot	
<u>Office Supplies</u>		
1. Sticker Paper Label 20mm (w) x 30.48 (long)	2 rolls	
2. Presentation Remote Clicker – Laser Pointer, Red light, Compatible with AAA Battery Type, Wireless, available USB Port	2 pieces	
3. Customized Stamp "Certified True Copy", Minimum of 25mm x 60mm (please see design in Annex "B")	2 pieces	
4. Customized Stamp "Received", Minimum of 30mm x 60mm (please see design in Annex "B")	2 pieces	
5. Customized Stamp "Receiving Copy", Minimum of 10mm x 40mm (please see design in Annex "B")	2 pieces	
6. Folder, Pressboard, Size: 240mm x 370mm (-5mm) 100 pieces per box	2 boxes	
7. Envelope, Documentary, Long	5 packs	
8. Folder, Tagboard, A4	2 packs	
9. Folder, Tagboard, Legal	2 packs	
10. Marker, Permanent, Black, Bullet Type at least 1.5mm, water resistant, dries instantly, marks on most surfaces, no xylene	12 pieces	
11. Marker, Permanent, Blue, Bullet Type at least 1.5mm, water resistant, dries instantly, marks on most surfaces, no xylene	12 pieces	
12. Marker, Whiteboard, Red, Bullet Type at least 1.5mm, water resistant, dries instantly, easily erasable, no xylene, marks on glass or plastic	12 pieces	
13. Notepad 2x3 (Sticky notes)	40 pads	
14. Notepad 3x3 (Sticky notes)	45 pads	

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15. Notepad 3x4 (Sticky notes)	45 pads	
16. Multipurpose Paper, Legal, 70GSM	25 reams	
17. Multipurpose Paper, A4, 70GSM	80 reams	
18. Multipurpose Paper, A3, 70GSM	5 reams	
19. Heavy Duty Puncher, with two hole guide	7 pieces	
20. Stamp pad, 67 x 106mm, Model #1	2 pieces	
21. Stapler, No. 405 fits 26/6 staple wires, one-time binding capacity of 2-16 sheets multi-purpose paper (70gsm), spring type metal pusher	20 pieces	
22. "Sign Here" tape flag, 1" x 1.7, at least 50 sheet per pad	25 pads	
23. AAA Battery	15 packs	
24. AA Battery	15 packs	
25. 9V Battery	25 packs	
<u>Cleaning Supplies</u>		
1. Jumbo Roll Toilet Paper for wall mounted Dispenser, 2 ply, 200m	80 rolls	
2. Air Humidifier Essential Oil, at least 80ml (preferably lavender, lemon, or citrus)	20 bottles	
3. Reed Diffuser, Fragrance Oil, 100ml (preferably lavender, lemon, or citrus)	20 bottles	
4. Tissue Paper, Interfold	30 packs	
5. Trashbag XXL	30 packs	
6. Soft Broom, minimum of 510mm Wooden Handle length	5 pieces	
7. Mop Handle - Height: 4 feet; cotton head, durable mop head with wooden handle; Screw type	7 pieces	
8. Mop Head - Heavy Duty Rayon, twisted, minimum of 410mm length	7 pieces	
9. Detergent Powder, Kilo	50 packs	
10. Rags, all cotton, approx. 7" diameter, Minimum of thirty-two (32) pieces to a kilogram, assorted colors	7 kilos	
11. Liquid Hand Soap, at least 250ml	75 bottles	
12. Bleach, liter	20 bottles	
<u>Delivery Period</u>		
Supplier shall delivery the items within seven (7) working days upon receipt of Purchase Order at GPPB-TSO Building, Commonwealth Avenue, UP Diliman, Quezon City		

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<u>Payment Terms</u> Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of billing and issuance of certificate of acceptance by 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: <ul style="list-style-type: none"> - <i>Banking Institution</i> - Account Number - Account Name (should be the exact account name as registered in the bank) - Bank Branch 		

FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract: One Hundred Fifty Thousand Pesos (PhP150,000.00)			
Items	Quantity (A)	Offered Price per unit (B)	Total Offered price per item (A x B)
Other Supplies and Materials not available in PS-DBM	1 Lot		
<u>Office Supplies</u>			
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11. Liquid Hand Soap, at least 250ml	75 bottles		
12. Bleach, liter	20 bottles		
Total Offered Quotation	In words:		
	In figures:		

Signature over Printed Name

Position/Designation

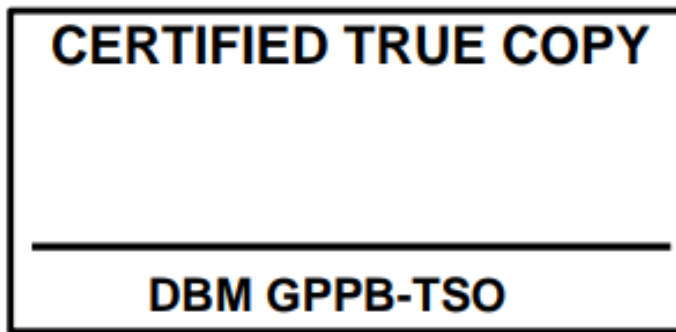
Office Telephone/Fax/Mobile Nos.

Email address/es

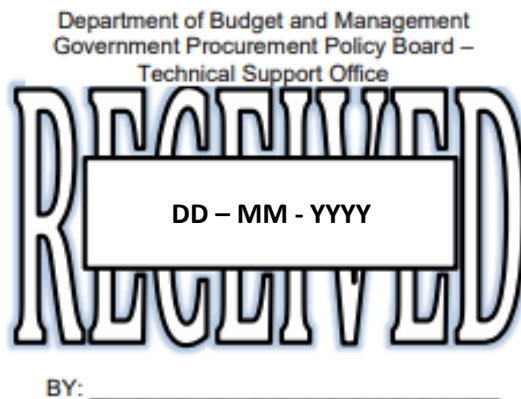
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ANNEX “B”

1. Certified True Copy



2. Received



3. Receiving Copy

