



REQUEST FOR QUOTATION NO.: 2024-04-020

Date: April 29, 2024

Procurement Title : Supply and Delivery of Various Office and Janitorial Supplies
(Not available in the PS-DBM) for the 2nd Quarter of FY 2024

Purchase Request No. : 2024-04-098

Approved Budget for the Contract : Php 656,870.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St, Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **May 06, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - PhilGEPS Registration Number/Certificate;
 - Mayor's/Business Permit;
 - BIR Form 2303 Certificate;
 - SEC or DTI Certificate;
 - Income/Business Tax Return;
 - Notarized Omnibus Sworn Statement;
 - Copy of any Valid ID of the Authorized Representative;
 - Brochure
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____ **VALID UNTIL:** _____

****Prices are in Pesos and VAT inclusive****
****Bidder may choose to bid per line item****

UNIT	ITEM DESCRIPTION	QTY.	ABC Unit Cost	ABC Total Cost	BID OFFER (UNIT COST)	BID OFFER (TOTAL COST)
ream	Multi-purpose Copy Paper - A4 size, 70gsm, 210 x 297 mm, 500 sheets per ream	200	290.00	58,000.00		
ream	Multi-purpose Copy Paper - Legal size, 80gsm, 216 x 330 mm, 500 sheets per ream	100	290.00	29,000.00		
can	Disinfectant Spray - aerosol, 400g (min)	250	139.00	34,750.00		
bottle	Handsoap - Liquid, 500ml scented	250	45.00	11,250.00		
pack	3 in 1 instant coffee with blended brown sugar and creamer, 30 sachets per pack, at least 27.5g per sachet	200	230.00	46,000.00		
pack	3 in 1 instant coffee, original flavor, 30 sachets per pack, at least 26g per sachet	200	240.00	48,000.00		
pack	3 in 1 instant coffee, creamy white flavor, 30 sachets per pack, at least 25.5 g per sachet	200	270.00	54,000.00		
pack	Laminating Film - A4, 125micron - 25pcs/pack	30	419.00	12,570.00		
piece	Index Tabs - Transparent (multi-color)	50	70.00	3,500.00		
box	Staples no.35 (26/6) - box of 5000	100	70.00	7,000.00		
piece	PRESSBOARD FOLDER - Long Green	450	20.00	9,000.00		
piece	Expanding Envelopes - Long, Phoenix Kraft	300	30.00	9,000.00		
bundle	Brown Folder - Long size 5ream/bundle	10	2,650.00	26,500.00		
piece	WHITE GLUE - 200grams	30	60.00	1,800.00		
piece	MARKING PEN - BLACK	100	49.00	4,900.00		
piece	MARKING PEN - BLUE	100	49.00	4,900.00		
piece	"Sign Here" Tape Flags, 50 banderitas, 1"x1.7"	150	160.00	24,000.00		
piece	Note Pad Stick-On - 2" x 3" Pastel 100sheets/pad	200	30.00	6,000.00		

piece	Note Pad Stick-On - 3" x 3" Pastel 100sheets/pad	150	45.00	6,750.00		
box	SIGN PEN INKGEL - 12pcs/box BLACK 0.5pt	30	240.00	7,200.00		
box	SIGN PEN INKGEL - 12pcs/box BLUE 0.5pt	30	240.00	7,200.00		
piece	Facial Tissue - 2-Ply 250-pulls	200	70.00	14,000.00		
piece	Door Mats - Regular Checkered	60	40.00	2,400.00		
roll	TRASH BAG - small 25pcs/roll	170	40.00	6,800.00		
piece	TRASH BIN - 15L Plastic	36	250.00	9,000.00		
piece	SCISSORS - Multi purpose SS 8"	60	140.00	8,400.00		
box	BINDER CLIPS - 3/4" size, 1dozen/box	100	35.00	3,500.00		
box	BINDER CLIPS - 1" size, 1dozen/box	120	45.00	5,400.00		
box	BINDER CLIPS - 2" size, 1dozen/box	100	80.00	8,000.00		
piece	BALL POINT PEN - BLACK	600	7.50	4,500.00		
piece	BALL POINT PEN - RED	300	7.50	2,250.00		
piece	BALL POINT PEN - BLUE	600	7.50	4,500.00		
set	Index Tabs - Pointer Transparent "Green" color	50	68.00	3,400.00		
ream	Multi-purpose Copy Paper - A4 size, 70gsm	300	230.00	69,000.00		
ream	Multi-purpose Copy Paper - Legal size, 70gsm	300	230.00	69,000.00		
ream	Multi-purpose Color Copy Paper - Pink color, Legal size, 80gsm	50	390.00	19,500.00		
can	Car Freshner in can - car scents, branded	36	200.00	7,200.00		
tube	Instant super glue / adhesive - 3- gram	50	70.00	3,500.00		
piece	Large Trash Bin with wheels and cover, 120L	4	1,300.00	5,200.00		
TOTAL AMOUNT				656,870.00		

Delivery Schedule: 7 calendar days upon receipt of Purchase Order

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For more information, you may contact the **CFO-BAC Secretariat** through:

Email: bac.secretariat@cfo.gov.ph

Telephone numbers: 8552-4792, 8552-715, 8552-4756