

**REQUEST FOR QUOTATION NO.: 2023-04-009**

Date: April 04, 2023

**Procurement Title** : **Supply and Delivery of Various Office and Janitorial Supplies (Not available in the PS-DBM)**

**Purchase Request No.** : **2022-04-045**

**Approved Budget for the Contract** : **PhP 409,310.00 (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 **2nd floor, Administrative and Finance Division, New Golden City Builders Building, 1388 Icasiano Street., corner Union Street, Paco, Manila** on or before **April 11, 2023; 01:00 P.M.**

**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 or during bid/offer evaluation**:
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate;**
  - **Notarized Omnibus Sworn Statement; and**
  - **Copy of any Valid ID of the Authorized Representative**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.

**COMPANY NAME** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**PhilGEPS REGISTRATION No.:** \_\_\_\_\_ **VALID UNTIL:** \_\_\_\_\_

UNIT	ITEM DESCRIPTION	QTY.	UNIT COST (In Pesos and VAT Inclusive)	APPROVED BUDGET FOR THE CONTRACT (In Pesos and VAT Inclusive)	BID OFFER (UNIT COST)	BID OFFER (TOTAL COST)
ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	400	327.00	130,800.00		
ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	250	440.00	110,000.00		
pack	BATTERY, AAA, 4 pieces per pack	20	134.00	2,680.00		
pack	BATTERY, AA, 4 pieces per pack	20	196.00	3,920.00		
piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	20	250.00	5,000.00		
piece	SCISSORS	20	136.00	2,720.00		
piece	MARKER, PERMANENT, bullet type, black	20	38.00	760.00		
piece	MARKER, PERMANENT, bullet type, blue	20	38.00	760.00		
pack	CORRECTION TAPE, 8M	20	150.00	3,000.00		
box	PAPER CLIP, vinyl/plastic coat, length: 33mm min	60	19.00	1,140.00		
box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	60	33.00	1,980.00		
box	CLIP, BACKFOLD, all metal, clamping: 19mm	20	35.00	700.00		
box	CLIP, BACKFOLD, all metal, clamping: 25mm	20	40.00	800.00		
box	CLIP, BACKFOLD, all metal, clamping: 32mm	20	39.00	780.00		
box	CLIP, BACKFOLD, all metal, clamping: 50mm	20	116.00	2,320.00		
piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm	150	28.00	4,200.00		
piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm	100	28.00	2,800.00		
gallon	ALCOHOL, ETHYL, 68%-72%, 1 GALLON	30	508.00	15,240.00		

piece	ALCOHOL, ethyl, 68%-72%, 500m	400	83.00	33,200.00		
pack	TOILET TISSUE PAPER 2-plys sheets, 12 rolls	70	159.00	11,130.00		
bundle	RAGS, all cotton, 32 pieces per kilogram min	20	60.00	1,200.00		
piece	DUST PAN, non-rigid plastic, w/ detachable handle	15	40.00	600.00		
piece	BROOM, STICK (TING-TING), usable length: 760mm min	15	36.00	540.00		
piece	disinfectant, aerosol	60	345.00	20,700.00		
piece	MOPHEAD, made of rayon, weight: 400 grams min	20	125.00	2,500.00		
piece	AIR FRESHENER, aerosol,	60	190.00	11,400.00		
piece	FURNITURE CLEANER, aerosol type, 300ml min per can	30	378.00	11,340.00		
pack	TRASHBAG, plastic, small, 10 per pack	60	19.00	1,140.00		
pack	TRASHBAG, plastic, big, 10 per pack	60	99.00	5,940.00		
piece	SCOURING PAD	30	16.00	480.00		
piece	TWINE, plastic, one (1) kilo per roll	20	82.00	1,640.00		
bundle	Powder Laundry Detergent 65g 6s	60	39.00	2,340.00		
bottle	Dishwashing liquid 1 liter	100	100.00	10,000.00		
bottle	Hand soap 500ml	40	139.00	5,560.00		
<b>TOTAL AMOUNT</b>				<b>409,310.00</b>		

**Delivery Schedule:**

**07 calendar days upon receipt of a copy of the Purchase Order, Notice of Award and Notice to Proceed**

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 Further information, please refer to:

**KEESHIA MAE L. ACEDERA**

Procurement Officer

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)

Tel. No: [8552-4792](tel:8552-4792)