



REQUEST FOR QUOTATION NO.: 2024-10-081

Date: November 06, 2024

Procurement Title : Supply, and Delivery of Various CFO Office and Janitorial Supplies not available in the PS-DBM (1st extension)

Purchase Request Nos. : 2024-10-201

Approved Budget for the Contract : PHP 760,540.00 (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 **November 11, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (see attached instructions on how to lock your files). 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; and**
 - **Brochure or pictures of items being offered**
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:** _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

****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 - Legal size, 80gsm	100	310.00	31,000.00		
ream	Multi-purpose Copy Paper - A4 size, 80gsm	300	275.00	82,500.00		
bottle	Ethyl Alcohol - 1000ml/bottle 70% Solution	124	195.00	24,180.00		
bottle	Ethyl Alcohol - 500ml/bottle 70% Solution	750	100.00	75,000.00		
can	Disinfectant Spray - aerosol, 400g (min)	100	160.00	16,000.00		
can	Air Freshener - Fresh Lemon 320ml	320	315.00	100,800.00		
bottle	Hand soap - Liquid, 500ml scented	125	110.00	13,750.00		
pack	Sticker Paper - White Glossy 10sheets/pack	200	45.00	9,000.00		
piece	Two-Hole Paper Punch 20sheets	12	205.00	2,460.00		
pcs	Scotch Magic Tape - 24mmX50m/roll	30	295.00	8,850.00		
box	Staples no.35 (26/6) - box of 5000	20	35.00	700.00		
box	Fastener, Metal 70mm between prong cap.2" (5cm) 50sets	100	70.00	7,000.00		
pcs	Pressboard Folder - Long Green	450	34.00	15,300.00		
pcs	Expanding Envelopes - Long, Phoenix Kraft	100	30.00	3,000.00		
Ream	Brown Envelopes - Long 100pcs/ream	50	330.00	16,500.00		
Bundle	White Folder - Long size 5ream/bundle	10	2,500.00	25,000.00		
pcs	White Glue - 200grams	30	125.00	3,750.00		
pcs	Marking Pen - Black	100	40.00	4,000.00		
pcs	Marking Pen - Blue	100	40.00	4,000.00		
pack	Correction Tape - film base type 6m min. 3pcs/pack	60	100.00	6,000.00		
pcs	Note Pad Stick-On - 2" x 2" multi color	200	25.00	5,000.00		

pcs	Note Pad Stick-on - 2" x 3" Pastel 100sheets/pad	100	30.00	3,000.00		
pcs	Note Pad Stick-on - 3" X 3" Pastel 100sheets/Pad	100	40.00	4,000.00		
box	Sign Pen Ink gel - 12pcs/Box Black 0.5pt	30	350.00	10,500.00		
box	Sign Pen Ink gel - 12pcs/Box Blue 0.5pt	30	350.00	10,500.00		
pack	Tissue Toilet-Roll Regular - 3ply 400s/roll; 18rolls/pack	150	300.00	45,000.00		
pack	Tissue Toilet-Roll Jumbo Size - 4rolls/pack	38	400.00	15,200.00		
box	Facial Tissue - 2-Ply 250-Pulls	200	120.00	24,000.00		
piece	Furniture Cleaner - Aerosol Type 300ml Min.	90	350.00	31,500.00		
piece	Door Mats - Regular Checkered	60	160.00	9,600.00		
piece	Janitorial Mop with metal push / wing nut	36	265.00	9,540.00		
bundle	Rags - All Cotton 32pcs/Kg min.	160	140.00	22,400.00		
set	Bidet set - White, three-layer hose with nylon braiding	36	600.00	21,600.00		
pack	Trash Bag - small 25s/pack	360	50.00	18,000.00		
pack	TRASH BAG - Big 10/Pack	300	70.00	21,000.00		
pcs	Scissors - Multipurpose 8"	120	80.00	9,600.00		
pcs	Ball Point Pen - Black	300	10.00	3,000.00		
pcs	Ball Point Pen - Blue	300	10.00	3,000.00		
roll	Thermal Paper - 80 x 70mm for queuing	150	55.00	8,250.00		
Box	24-hour Roach killer Bait (2.5 grams x 6 baits)	40	349.00	13,960.00		
Pouch	DIY Fabric conditioner Kit 10 Liters (Lavender or strawberry scent)	3	300.00	900.00		
Pack	Wooden Lead Pencil (Hexagonal) with eraser No. 2 (12 pcs. per pack)	50	86.00	4,300.00		
Pack	Paper/Kitchen Towel interfolded, 2-ply (2 roll per pack)	100	179.00	17,900.00		
				760,540.00		

Delivery Schedule: 10 calendar days upon receipt of the Notice to Proceed

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery and Sample Schedule, IWE 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 A. BIENDIMA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792 / 8552-4703 / 8552-4756