



REQUEST FOR QUOTATION NO.: 2025-03-022

Date: March 13, 2025

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

Purchase Request Nos. : 2025-03-025

Approved Budget for the Contract : PHP 402,560.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sct. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to bac.secretariat@cfo.gov.ph on or before **March 18, 2025, by 9:00 A.M.**

Documents submitted via email must be **secured with password protection**. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

I. General Terms and Conditions:

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Brochure**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be charged to the account of the winning bidder.
5. 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)
box	Whiteboard marker - Dry wipe, Black (12pcs per box)	12	600.00	7,200.00		
piece	Whiteboard eraser	12	50.00	600.00		
pack	Photo paper - Premium Glossy A4 size (20 sheets per pack)	60	200.00	12,000.00		
pack	Photo paper - Premium Glossy 4R size (20 sheets per pack)	60	200.00	12,000.00		
pad	Notepad - Stick on 3" x 4" 100s per pad	120	50.00	6,000.00		
piece	Notebook - Stenographer, 60-leaves	60	50.00	3,000.00		
piece	Stamp Pad for Rubber Stamps - 105 x 65mm Purple color	12	200.00	2,400.00		
box	Marking Pen - Permanent, Red color 12pcs/box	6	80.00	480.00		
piece	Stapler - Standard No.35 (26/6) / 20-sheets	20	280.00	5,600.00		
piece	Deodorant cake - scented 100g	48	90.00	4,320.00		
piece	Dishwashing / Scrubbing Sponge	60	80.00	4,800.00		
bottle	Fabric Conditioner - Floral / Passion scent, 1gal.	6	500.00	3,000.00		
bottle	Bleach Solution - 1ltr.	28	250.00	7,000.00		
piece	Corrugated Storage Box Double Wall - 10 x 12 x 15 (with 2-side handle) - New	500	280.00	140,000.00		
piece	Corrugated Storage Box Double Wall - 14 x 14 x 24 New	500	280.00	140,000.00		
piece	Utility Knife Cutter (Retractable)	36	70.00	2,520.00		
pair	Utility Gloves	24	150.00	3,600.00		

piece	Heavy Duty ID Card Badge Holder Hard Plastic Vertical Silicon Soft - Black	300	60.00	18,000.00		
bottle	Spray Bottle	12	120.00	1,440.00		
unit	Folded Paper Towel Dispenser / Square Cylindrical Napkin Container - 10x13x21cm	8	450.00	3,600.00		
unit	Automatic Numbering Machines (auto numbering stamps) – 8 digits	4	2,000.00	8,000.00		
unit	Heavy-Duty Cordless Power Drill Machine Set – Includes at least a 1-year warranty.	2	8,500.00	17,000.00		
TOTAL AMOUNT				402,560.00		

Delivery Schedule: 15 calendar days upon receipt of Notice to Proceed

After carefully evaluating the General Terms and Conditions, Specifications, Delivery Address and Schedule, and Other Requirements, 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)

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