

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-017
Posting Date: February 6, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the project "*Supply, Delivery and Installation of Marker*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply, Delivery and Installation of Marker

Approved Budget : Fifty Eight Thousand Pesos (P58,000.00)
for the Contract

Specifications : Please see attached Annex "A"

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Original and Notarized Omnibus Sworn Statement;
4. Compliance to the Technical Specifications (Annex "A"); and
5. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of February 10, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 8370-1724 local 129 or via e-mail at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 8370-1724 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state here either "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Statement of Compliance
Material: Acrylic Sandwich Board	
Size: 18 inch (Height) x 24 inch (Width) x $\frac{1}{8}$ inch (Thickness)	
Direct Print	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder Signature over Printed Name of Representative Date



PRICE QUOTATION FORM

Date

The Administrative Division

Office of the Vice President
7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Sir/Madam:

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Qty	Unit	Unit Price	Total Price
Supply, Delivery and Installation of Marker	Marker Acrylic Sandwich Board	2	pcs		
	Total (inclusive of Tax):				

- (2) We undertake to deliver above goods per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number

