

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2020-063A  
Posting Date : May 22, 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 Counter Shields for Receiving Areas*" 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 Counter Shields  
for Receiving Areas

Approved Budget : Twenty Seven Thousand Five Hundred Pesos (P27,500.00)-  
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. Compliance to the Technical Specifications (Annex "A"); and
4. 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 3:00 p.m. May 22, 2020 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1724 local 129, or via email at [bacsecretariat@ovp.gov.ph](mailto: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 370-1716 local 128 to 129.

  
**SOPIA C. YANTO-ABAD**  
BAC Chairperson

### TECHNICAL SPECIFICATIONS

Bidders must state "**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."

Requirement	Quantity	Statement of Compliance
<b>Counter Shield A</b>	1 unit	
Size (LxDxH): 98 cm x 23cm x 80 cm		
Thickness: 4.5mm		
Material: Clear Acrylic		
With Cynoacrelate Adhesive		
With Sealant		
With clear acrylic jointers		
<b>Counter Shield B</b>	1 unit	
Size (LxDxH): 110 cm x 63 cm x 80 cm		
Thickness: 4.5mm		
Material: Clear Acrylic		
With Cynoacrelate Adhesive		
With Sealant		
With clear acrylic jointers		
Cost should be inclusive of delivery and installation costs	N/A	
Must be delivered within five (5) calendar days upon receipt of Purchase Order	N/A	
Delivery site will be at: 1. 7 <sup>th</sup> Floor Ben Lor Building, 1184 Quezon Avenue, Quezon City 2. No. 100 10 <sup>th</sup> St. Brgy. Mariana, New Manila, Quezon City	N/A	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

**The Administrative Division**

Office of the Vice President  
7<sup>th</sup> 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	Quantity	Unit	Unit Price	Total Price
<b>Supply, Delivery and Installation of Counter Shields for Receiving Areas</b>	Counter Shield A	1	unit		
	Counter Shield B	1	unit		
	Total (inclusive of VAT)				

(2) We undertake to deliver above service 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