

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-074
Posting Date: June 8, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake an Emergency Cases for the Project, "*Supply and delivery of Sanitizer Foot Press Dispenser with Compatible Spray Bottle,*" in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Sanitizer Foot Press Dispenser with Compatible Spray Bottle

Approved Budget : Seventy Nine Thousand Two Hundred Pesos (P79,200.00)
for the Contract

Specifications : Please see attached Annex "A"

Delivery Address : No. 100 10th St., Brgy. Mariana, New Manila, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. Latest Income Tax Return;
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 5:00 p.m. of June 11, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax number 370-1716 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 370-1724 local 128 to 129.


SOFIA 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	Statement of Compliance
Sanitizer Foot Press Dispenser with Compatible Spray Bottle Height: 115cm Base: 30 cm x 30 cm With Adjustable clamps Step on pedal With 500 ml alcohol	
Supplier must be able to deliver within 2 days upon receipt of Purchase Order	
Delivery Site: No. 100 10 th St., Brgy. Mariana, New Manila, Quezon City	

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
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	Quantity	Unit	Unit Price	Total Price
Supply and Delivery of Sanitizer Foot Press Dispenser with Compatible Spray Bottle	Sanitizer foot press dispenser with 500 ml alcohol	30	pcs		
	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