

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-080
Posting Date: June 10, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Shopping Procurement for the “*Supply and Delivery of Office and Janitorial Supplies*” in accordance with Section 52 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Office and Janitorial Supplies

Approved Budget : Four Hundred Forty Thousand Pesos (P440,000.00)
for the Contract

Specifications : Please see attached Annex “A”

Delivery Address : 7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement (original and notarized);
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 June 15, 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. 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 370-1716 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."

Specification	Quantity	Statement of Compliance
Battery, Dry Cell, AAA, 2 pcs/pack	63 packs	
Bleach, Multipurpose Cleaner, Liquid, 900ml	100 bottles	
Broom, Stick (Ting-Ting), usable length: 760mm minimum	35 pcs	
CD Rewritable	6 pcs	
Certificate Holder, A4, Black	143 pcs	
Cleaner, Multi-purpose, Concentrated, Liquid, 1 liter	35 bottles	
Cleanser, Scouring Powder, 350g/can minimum	66 cans	
Clear Folder, Legal	200 pcs	
Clear Book, 20 transparent pockets, A4	71 pcs	
Clear Book, 20 transparent pockets, legal	74 pcs	
Clip, Backfold, all metal clamping, 19mm	77 boxes	
Clip, Backfold, all metal clamping, 25mm	59 boxes	
Clip, Backfold, all metal clamping, 32mm	61 boxes	
Clip, Backfold, all metal clamping, 50mm	37 boxes	
Colored Multi-purpose Board, 120gsm, A4, 10 pcs/pack (Green, Yellow, Pink, Blue)	28 packs	
Colored Paper, 80gsm, A4, Pink	21 reams	
Detergent Bar, 140gms as packed	66 bars	
Detergent Powder, all purpose, 1kg	96 packs	
Dust Pan, non-rigid plastic with detachable handle	21 pcs	
Emulsion Wax, Liquid, 1 gallon	12 bottles	
Fabric Conditioner, Liquid, 1 liter	24 bottles	

Specification	Quantity	Statement of Compliance
Fingertip Moistener Wax, 10g	2 pcs	
Flash Drive, 16gb	16 pcs	
Flip Chart Pad, 2 ft (W) x 3 ft (L), Newsprint, 100 sheets/pad	5 pads	
Floor Wax, Liquid (for vinyl floor), 1 gallon	18 bottles	
Folder, Fancy, Legal, 50 pcs/pack	6 packs	
Hand Sanitizer with Pump, Gel, at least 68% alcohol hypo-allergenic, 500ml	50 bottles	
Hand Soap, Liquid, 500ml	86 bottles	
Hi-techpoint Sign Pen V7, Green	9 pcs	
ID Name Badge with Elastic Band, 4 ¼ in x 3 ¾ in	70 pcs	
Index Card without line, 5 in (W) x 8 in (L), 100 pcs/pack	18 packs	
Lamination Film, A4, 250 microns, 10 pcs/pack	15 packs	
Liquid Lye (Liquid Sosa), 1000ml	9 bottles	
Marker, Permanent, Bullet Type, Black	98 pcs	
Marker, Permanent, Bullet Type, Blue	104 pcs	
Marker, Permanent, Bullet Type, Red	95 pcs	
Marker, Whiteboard, Blue	76 pcs	
Mop Handle, Heavy duty, Aluminum, Screw type	22 pcs	
Note Pad, Stick-on, 3 in x 3 in	100 pads	
Paper Clip, Vinyl, 32mm minimum	78 boxes	
Paper Towel, Interfolded, 1 ply, 175 pulls	22 packs	
Paper, Multicopy, 80gsm, A4	200 reams	
Paper, Specialty Board, Ivory, 270gsm, A4, 10 pcs/pack	6 packs	
Paper, Sticker, Glossy, A4, 10 sheets/pack	20 packs	
Polishing Pad, 16 in	1 box	
POS Thermal Paper, 80mm x 70mm	6 rolls	

Specification	Quantity	Statement of Compliance
Push Broom, 4 ft, Wood Handle	5 pcs	
Push Pin, Assorted Colors, 50 pcs/box	9 boxes	
Rag, Pranela, 5 pcs/pack	42 packs	
Rag, All cotton, 32 pcs/kilogram minimum	22 bundles	
Record Book, 500 pages	17 books	
Ring Binder, Round, Plastic, ¾ in x 1.12m	17 pcs	
Rubber Band, 70mm min. lay flat length (No. 18)	20 boxes	
Sign Pen, Liquid Ink, Rollerball, 1.0mm, Blue	13 pcs	
Spray Gun Bottle, Plastic, 500ml (for water)	30 bottles	
Stamp Pad Ink, Black, 50ml	1 bottle	
Stamp Pad Ink, Blue, 50ml	2 bottles	
Stamp Pad Ink, Green, 50ml	1 bottle	
Stamp Pad Ink, Red, 50ml	1 bottle	
Staple Wire Remover, Plier type	15 pcs	
Steel Wool	10 pcs	
Surgical Hand Antiseptic, 1000ml	10 bottles	
Tape Cartridge for Brother Labelling Machine, 25mm	1 roll	
Tape Cartridge for Brother Labelling Machine, 9mm	1 roll	
Tape, Double Sided Foam, 1 in x 5 m	5 rolls	
Tape, Double Sided without Foam, 1 in x 5 yd	2 rolls	
Tape, Masking, 24mm	200 rolls	
Tape, Packaging, 48mm	200 rolls	
Tape, Transparent, 24mm	200 rolls	
Tape, Transparent, 48mm	200 rolls	
Toilet Brush with Holder, 18.5 in	10 pcs	

Specification	Quantity	Statement of Compliance
Toilet Freshener, Cake, 50g	105 pcs	
Toilet Paper, Jumbo Roll, 2 ply, 200m	45 rolls	
Toilet Tissue Paper, 2 ply, 150 pulls, 12 pcs/pack	65 packs	
Trash Bag, Black, Small, 10 pcs/roll	100 rolls	
Trash Bag, Black, XL, 10 pcs/roll	100 rolls	
Trash Bag, Black, XXL, 10 pcs/roll	315 rolls	
Trash Bag, Yellow, XL, 10 pcs/roll	200 rolls	
Twine, Plastic, 1 kilo/roll	30 rolls	
Ultra Fine Point Pen, Black	3 pcs	
Wastebasket, With cover, Non-rigid plastic	5 pcs	
Wax Stripper, Liquid, 1 gallon	9 bottles	
Epson Ink, T6641, Black	8 pcs	

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 Office and Janitorial Supplies	Battery, Dry Cell, AAA, 2 pcs/pack	63	pack		
	Bleach, Multipurpose Cleaner, Liquid, 900ml	100	bottle		
	Broom, Stick (Ting-Ting), usable length: 760mm minimum	35	pc		
	CD Rewritable	6	pc		
	Certificate Holder, A4, Black	143	pc		
	Cleaner, Multi-purpose, Concentrated, Liquid, 1 liter	35	bottle		
	Cleanser, Scouring Powder, 350g/can minimum	66	can		
	Clear Folder, Legal	200	pc		
	Clear Book, 20 transparent pockets, A4	71	pc		
	Clear Book, 20 transparent pockets, legal	74	pc		
	Clip, Backfold, all metal clamping, 19mm	77	box		

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	Clip, Backfold, all metal clamping, 25mm	59	box		
	Clip, Backfold, all metal clamping, 32mm	61	box		
	Clip, Backfold, all metal clamping, 50mm	37	box		
	Colored Multi-purpose Board, 120gsm, A4, 10 pcs/pack (Green, Yellow, Pink, Blue)	28	pack		
	Colored Paper, 80gsm, A4, Pink	21	ream		
	Detergent Bar, 140gms as packed	66	bar		
	Detergent Powder, all purpose, 1kg	96	pack		
	Dust Pan, non-rigid plastic with detachable handle	21	pc		
	Emulsion Wax, Liquid, 1 gallon	12	bottle		
	Fabric Conditioner, Liquid, 1 liter	24	bottle		
	Fingertip Moistener Wax, 10g	2	pc		
	Flash Drive, 16gb	16	pc		
	Flip Chart Pad, 2 ft (W) x 3 ft (L), Newsprint, 100 sheets/pad	5	pad		
	Floor Wax, Liquid (for vinyl floor), 1 gallon	18	bottle		
	Folder, Fancy, Legal, 50 pcs/pack	6	pack		
	Hand Sanitizer with Pump, Gel, at least 68% alcohol hypo-allergenic, 500ml	50	bottle		
	Hand Soap, Liquid, 500ml	86	bottle		
	Hi-techpoint Sign Pen V7, Green	9	pc		
	ID Name Badge with Elastic Band, 4 ¼ in x 3 ¾ in	70	pc		

	Item Description	Quantity	Unit	Unit Price	Total Price
	Index Card without line, 5 in (W) x 8 in (L), 100 pcs/pack	18	pack		
	Lamination Film, A4, 250 microns, 10 pcs/pack	15	pack		
	Liquid Lye (Liquid Sosa), 1000ml	9	bottle		
	Marker, Permanent, Bullet Type, Black	98	bottle		
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	Polishing Pad, 16 in	1	box		
	POS Thermal Paper, 80mm x 70mm	6	roll		
	Push Broom, 4 ft, Wood Handle	5	pc		
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	Rag, Pranela, 5 pcs/pack	42	pack		

	Item Description	Quantity	Unit	Unit Price	Total Price
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	Sign Pen, Liquid Ink, Rollerball, 1.0mm, Blue	13	pc		
	Spray Gun Bottle, Plastic, 500ml (for water)	30	bottle		
	Stamp Pad Ink, Black, 50ml				
	Stamp Pad Ink, Blue, 50ml	2	bottle		
	Stamp Pad Ink, Green, 50ml	1	bottle		
	Stamp Pad Ink, Red, 50ml	1	bottle		
	Staple Wire Remover, Plier type	15	pc		
	Steel Wool	10	pc		
	Surgical Hand Antiseptic, 1000ml	10	bottle		
	Tape Cartridge for Brother Labelling Machine, 25mm	1	roll		
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	Tape, Double Sided Foam, 1 in x 5 m	5	roll		
	Tape, Double Sided without Foam, 1 in x 5 yd	2	roll		
	Tape, Masking, 24mm	200	roll		
	Tape, Packaging, 48mm	200	roll		

	Item Description	Quantity	Unit	Unit Price	Total Price
	Tape, Transparent, 24mm	200	roll		
	Tape, Transparent, 48mm	200	roll		
	Toilet Brush with Holder, 18.5 in	10	pc		
	Toilet Freshener, Cake, 50g	105	pc		
	Toilet Paper, Jumbo Roll, 2 ply, 200m	45	roll		
	Toilet Tissue Paper, 2 ply, 150 pulls, 12 pcs/pack	65	pack		
	Trash Bag, Black, Small, 10 pcs/roll	100	roll		
	Trash Bag, Black, XL, 10 pcs/roll	100	roll		
	Trash Bag, Black, XXL, 10 pcs/roll	315	roll		
	Trash Bag, Yellow, XL, 10 pcs/roll	200	roll		
	Twine, Plastic, 1 kilo/roll	30	roll		
	Ultra Fine Point Pen, Black	3	pc		
	Wastebasket, With cover, Non-rigid plastic	5	pc		
	Wax Stripper, Liquid, 1 gallon	9	bottle		
	Epson Ink, T6641, Black	8	pc		
	Total (inclusive of VAT)				

(2) We undertake to deliver above goods per technical specifications within ten (10) calendar days from receipt of purchase order; 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