



REQUEST FOR QUOTATION

Date: 10 March, 2025
 PR No.: 2025-02-013/OSADS, 019/CEA, 029/RECORDS, 073/GSU, 081/QA UNIT, 084/EXTENSION, 090/BUDGET, 096/FFU, 139/EAS
 Fund: 101

Company Name: _____
 Address: _____
 TIN: _____
 PhilGEPS Registration No.: _____

Project Name: **PROCUREMENT OF JANITORIAL SUPPLIES FOR COMMISSION ON AUDIT OFFICE**
 ABC: Two Hundred Thirty Nine Thousand Nine Hundred Seventy Five Pesos (Php 239,975.00)
 Mode of Procurement: NP-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA 9184)
 Mode of Evaluation: Lot Evaluation
 Delivery Period: Fifteen (15) calendar days upon receipt of P.O.

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **MARCH 14, 2025** sealed in an envelope.

For

GEMMA G. ACEDO, Ph.D.
 BAC Chairman *sent by*

After having carefully read and accepted your Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

| Item No. | Description | QTY | UOM | BID OFFER | | Remarks |
|----------|---|-----|--------|------------|-------------|---------|
| | | | | Unit Price | Total Price | |
| 1 | Air Freshener, aerosol, 320 ml | 7 | can | | | |
| 2 | Air Freshener, gel type, big (lemon scent) | 19 | can | | | |
| 3 | Alcohol (70% isopropryl) 1 gallon scented with | 7 | gallon | | | |
| 4 | Alcohol (70% isopropryl) 500 ml scented with | 62 | pc | | | |
| 5 | Antibacterial glass/mirror cleaner, 500ml | 5 | pc | | | |
| 6 | Bathroom tissues, 3 ply, 10 rolls per pack | 33 | pack | | | |
| 7 | Bathsoap, germicidal, 130g | 15 | pc | | | |
| 8 | Bleach, multi-purpose, anti-bacterial protection, | 20 | bottle | | | |
| 9 | Broom soft (tambo) derecho, standard size | 42 | pc | | | |
| 10 | Broom stick (walis tingting) derecho | 37 | pc | | | |
| 11 | Chlorine granules, 70%, 40%/drum | 1 | drum | | | |
| 12 | Deodorant cake, 50 g, with cover, Lemon Scent | 22 | pc | | | |
| 13 | Detergent bar, laundry soap, min. 400 gms | 32 | bar | | | |
| 14 | Detergent cleanser powder, 1Kg | 25 | kg | | | |
| 15 | Dishwashing liquid (1 liter) | 39 | bottle | | | |
| 16 | Dishwashing liquid (1 liter) Lemon Scent | 53 | bottle | | | |
| 17 | Dishwashing foam/scrub | 15 | pc | | | |
| 18 | Disinfectant spray, hospittal grade, surface | 3 | can | | | |
| 19 | Doormat, all cotton, 24" x 35" | 46 | pc | | | |
| 20 | Doormat floor mat anti-slip high quality mat, 40x60 | 28 | pc | | | |
| 21 | Dust bin with swing cover, meduim size | 2 | pc | | | |
| 22 | Dust pan, non-rigid polastic, Large | 18 | pc | | | |
| 23 | Facemask, surgical, 3 ply, earloop (FDA | 6 | box | | | |
| 24 | Floorbrush with retractable handle 10" plastic | 10 | pc | | | |



| | | | | | | |
|----|--|-----|--------|------------------------|--|--|
| 25 | Floorwax, liquid type, for all types of floor, | 1 | pc | | | |
| 26 | Glass and multi-surface cleaner, 250ml with spray | 8 | bottle | | | |
| 27 | Glass wiper | 2 | pc | | | |
| 28 | Gloves, cotton with rubber (for construction), large | 300 | pc | | | |
| 29 | Gloves, rubber, (for janitorial) medium | 10 | pair | | | |
| 30 | Gloves, rubber, (for janitorial) large | 60 | pair | | | |
| 31 | Handwash soap, liquid, disinfects and moisturize with nozzle, 750ml | 57 | bottle | | | |
| 32 | Liquid sosa, 1 liter | 20 | bottle | | | |
| 33 | Mop and Spin dry bucket set with microfiber mop head | 2 | pc | | | |
| 34 | Mop handle, screw type, heavy duty, wooden | 5 | pc | | | |
| 35 | Mop head, 100% rayon, 400 gms | 25 | pc | | | |
| 36 | Multi-insect killer, 500ml, solvent based, aerosol | 12 | pc | | | |
| 37 | Multi-purpose cleanser, liquid, classic, antimicrobial for toilet and floors | 31 | pc | | | |
| 38 | Muriatic acid, household use, hydrochloric acid-15% | 11 | gallon | | | |
| 39 | Napthalene Balls 500gms/pack | 1 | pack | | | |
| 40 | Pail, Big | 1 | pack | | | |
| 41 | Powder detergent 500g | 50 | pack | | | |
| 42 | Rags, all cotton, 7 diameter | 35 | kg | | | |
| 43 | Rubber boots, size 9 | 1 | pair | | | |
| 44 | Scouring pad, economy size, 140mm x 220mm, color green, 5pc/pack | 17 | unit | | | |
| 45 | Spin mop with spinner and bucket magic tornado | 6 | pc | | | |
| 46 | Toilet Bowl & Urinal Cleaner, Bacterial, 100ml per | 36 | bottle | | | |
| 47 | Toilet brush, heavy duty, with holder | 29 | pc | | | |
| 48 | Toilet deodorant cake, 50g with cover, assorted | 10 | pc | | | |
| 49 | Toilet deodorant cake, 50g with cover, lemon | 35 | pc | | | |
| 50 | Toilet pump with holder | 3 | pc | | | |
| 51 | Trash bag, plastic black, 10pc/roll, heavy duty, | 170 | roll | | | |
| 52 | Trash bag, plastic black, 10pc/roll, heavy duty, | 175 | roll | | | |
| 53 | Trash bag, plastic black, 10pc/roll, heavy duty, | 5 | roll | | | |
| | | | | TOTAL BID PRICE | | |

Signature over Printed Name

Position/Designation

Office Telephone/Mobile No.

E-mail Address

TERMS AND CONDITIONS

- Bidder shall provide correct and accurate information required in this form.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
- Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Quotations submitted through electronic mail is acceptable, provided that the winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Documentary requirements shall be attached upon submission of the quotation:
 - Mayor's/Business Permit**
 - PhilGEPS Registration Number**
 - Income/Business Tax Returns (for ABC's above P500K)**
 - Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award**



7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.