



REQUEST FOR QUOTATION

Date: March 13, 2025
PR No.: IGP2025-03-008
Fund: 163-CBO

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

Project Name: **PROCUREMENT OF JANITORIAL SUPPLIES FOR CBO, AUDITORIUM AND GYMNASIUM**
ABC: **Seventy Three Thousand Two Hundred Sixty Pesos (Php73,260.00)**
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 PO**

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 18, 2025** sealed in an envelope.

For
GEMMA G. ACEDO, Ph.D
BAC Chairperson *9.*

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 Fresher, Aerosol, 320ml Lavender Blossom	20	can			
2	Alcohol (70% isopropyl 500 ml, scented with moisturizer)	10	bottle			
3	Broom Stick (Walis Tingting), Standard size	20	piece			
4	Broom Soft (tambo) derecho, standard size	10	piece			
5	Detergent cleanser powder 1kg	15	kg			
6	Dishwashing liquid, 1liter, lemon	15	bottle			
7	Dishwashing Foam/scrub	10	piece			
8	Door Knob (Heavy duty)	5	piece			
9	Gloves, rubber, (for janitorial), medium	10	pair			
10	Mop, wet mop with stick, white/blue	4	piece			
11	Sando Bag (Tiny) 10packs/ream	10	ream			
12	Sando Bag (Medium) 10packs/ream	10	ream			
13	Trash Bag, Plastic, Blacks, 10pcs/roll, heavy duty (XL)	150	roll			
TOTAL BID PRICE						

Signature over Printed Name

Position/Designation

Office Telephone/Mobile No.

E-mail Address



TERMS AND CONDITIONS

1. Bidder shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
4. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations submitted through electronic mail is acceptable, provided that the winning bidder shall submit original signed RFQ before issuance of Purchase Order.
6. Documentary requirements shall be attached upon submission of the quotation:
 - a. *Mayor's/Business Permit*
 - b. *PhilGEPS Registration Number*
 - c. *Income/Business Tax Returns (for ABC's above P500K)*
 - d. *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.