

**Office of the Vice President
of the Philippines
REQUEST FOR QUOTATION**

Reference No.: 2021-450
Posting Date: August 6, 2021

The Office of the Vice President (OVP), through its General Services Division, will undertake a Small Value Procurement for the Project, "**Supply and Delivery of Various Supplies for OVP DRR Operations**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Forty Nine Thousand Four Hundred Seventy Five Pesos
for the Contract (P49,475.00)

Specifications : Please see attached Annex "A"

Delivery Address : 7th Flr. Ben Lor Bldg., 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. Certificate of Satisfactorily Completed Similar Projects;
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 August 10, 2021. It may be done through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph or manual submission at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City.

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 or mobile number 09190660696


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."

Specification	Qty	Statement of Compliance
Cutter, Utility Knife for general purpose, Large	20 pieces	
Disinfectant Spray, Aerosol, 400gm min.	10 cans	
Marker, Permanent, bullet type, black	50 pieces	
Marker, Permanent, bullet type, blue	50 pieces	
Marker, Permanent, bullet type, red	50 pieces	
Paper, Multicopy, 80gsm, A4	50 reams	
Scissor, Stainless Steel, 8 inches	20 pieces	
Stapler, Standard, 26/6	15 pieces	
Stretch Film (300mm x 500mm)	25 pieces	
Tape Dispenser, Table top, for 24mm width tape	15 pieces	
Tape, Masking 24mm x 50m	100 rolls	
Tape, Packaging, Brown, 48mm x 100m	100 rolls	
Tape, Packaging, Brown, 48mm x 50m	100 rolls	
Tape, Transparent, 24mm x 50m	50 rolls	
Tape, Transparent, 24mm x 100m	50 rolls	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	N/A	
Items must be delivered within five (5) calendar days upon receipt of Purchase Order	N/A	

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

Name of Company/Bidder

Signature over Printed Name

Date

J

PRICE QUOTATION FORM

Date

The General Services 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	Qty	Unit Price	Total price
Supply and Delivery of Various Supplies for OVP DRR Operations	Cutter, Utility Knife for general purpose, Large	20 pieces		
	Disinfectant Spray, Aerosol, 400gm min.	10 cans		
	Marker, Permanent, bullet type, black	50 pieces		
	Marker, Permanent, bullet type, blue	50 pieces		
	Marker, Permanent, bullet type, red	50 pieces		
	Paper, Multicopy, 80gsm, A4	50 reams		
	Scissor, Stainless Steel, 8 inches	20 pieces		
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	Tape, Packaging, Brown, 48mm x 50m	100 rolls		
	Tape, Transparent, 24mm x 50m	50 rolls		
	Tape, Transparent, 24mm x 100m	50 rolls		
	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.

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(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

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