

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-461
Posting Date: August 11, 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 Tokens for OVP Programs”*** accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Five Hundred Twenty Four Thousand Three Hundred
for the Contract Fifty One Pesos (P524,351.00)

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 16, 2021 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 no. 370-1716 local 129, or via email 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 or mobile number 09190660696


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
Paper Weight <ul style="list-style-type: none"> • Material: Acrylic • Size: 3" x 3" • Thickness: 12 mm • Logo Size: 2.5" diameter • Printing: UV Print • Beveled finished sides • Inclusive of individual box packaging 	500 pcs	
Keychain <ul style="list-style-type: none"> • Material: Molded brass metal • Size: 1.25" • 2-sided printing • Inclusive of individual box packaging 	1,000 pcs	
Design layout will be provided upon project implementation	N/A	
Supplier must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	N/A	
Supplier must be able to submit sample within 5 calendar days upon receipt of layout	N/A	
Items must be delivered within 15 calendar days upon approval of the design layout	N/A	

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

Name of Company/Bidder

Signature over Printed Name

Date

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PRICE QUOTATION FORM

 Date
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 Tokens for OVP Programs	Paper Weights	500 pcs		
	Key Chains	1,000 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