

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

Reference No.: 2021-522
Posting Date: September 7, 2021

The Office of the Vice President (OVP), through its General Services 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.

Approved Budget : Four Hundred Thirty Thousand Pesos (P430,000.00)
for the Contract

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. Original and Notarized Omnibus Sworn Statement;
4. Certificate of Satisfactory Compliance on Completed Similar Projects;
5. Compliance to the Technical Specifications (Annex “A”); and
6. 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 September 13, 2021. It may be done manually at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City, through facsimile at telefax no. 8370-1716 local 128, 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 8370-1724 local 128 to 129.


SOFIA C. YANTIO-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
Insecticide, Aerosol type, Min. net content: 600 ml	157 cans	
Note Pad, Stick-On, 2" x 3"	147 pads	
Note Pad, Stick-On, 3" x 4"	161 pads	
Note Pad, Stick-On, 3" x 3"	153 pads	
Notebook, Stenographer, Spiral	46 pcs	
Paper, Multicopy, 80gsm, A4	436 reams	
Paper, Multicopy, 80gsm, Legal	173 reams	
Staple Wire, Standard, 26/6	69 boxes	
Ruler, Plastic, 18", Width: 38mm min.	20 pcs	
Broom, Soft, Tambo	11 pcs	
Broom, Stick (Ting-Ting), usable length: 760mm min	8 pcs	
Hand Soap, Liquid 500ml	102 bottles	
Mophead, made of rayon, weight: min 400 grams	33 pcs	
Rags, all cotton, 32 pieces per kilogram min	52 bundles	
Clip, Backfold, all metal, clamping: 19mm	68 boxes	
Clip, Backfold, all metal, clamping: 25mm	51 boxes	
Clip, Backfold, all metal, clamping: 32mm	55 boxes	
Clip, Backfold, all metal, clamping: 50mm	27 boxes	
Correction Tape, Film Base Type, 6m min.	266 pcs	
Envelope, Documentary, A4	490 pcs	
Envelope, Documentary, Legal	415 pcs	
Envelope, Expanding, Kraftboard, Legal	355 pcs	
File Tab Divider, Bristol Board, Legal	32 sets	
Folder, Tagboard, Legal	213 pcs	
Paper Clip, Vinyl, 32mm min	78 boxes	
Paper Clip, Vinyl, 50mm min	72 boxes	
Scissor, Stainless Steel, 8 inches	38 pairs	
Stapler, Standard, 26/6, Load cap: 200 staples min.	38 pcs	
Staple Wire Remover, Plier Type	38 pcs	
Tape Dispenser, Table top, for 24mm width tape	20 pcs	
Ink Cart, Epson C13T664100 (T6641), Black	4 cart	
Clearbook, 20 transparent pockets, Legal	50 pcs	
Glue Stick, Non-toxic, Twist or Push-up Tube, 35 grams	50 pcs	
Fingertip Moistener Wax, 10g	13 pcs	

Lamination Film, A4, 250 microns, 10 pcs/pack	13 packs	
Clear Folder, Legal	70 pcs	
Paper, Sticker, Glossy, A4, 10 sheets/pack	46 packs	
Paper, Sticker, Matte, A4, 10 sheets/pack	43 packs	
Push Pin, Assorted Colors, 50 pcs/box	12 boxes	
Index Flags, "Sign Here", 50 flags/dispenser, Assorted colors	66 packs	
Hi-techpoint Sign Pen V7, Green	33 pcs	
Ultra Fine Point Pen, Black	84 pcs	
Tape, Double Sided without Foam, 1 in. x 5 yd	34 rolls	
Dish Detergent, Liquid, 1L	20 bottles	
Scouring Pad with Foam, Size 105mm x 83mm 30mm	20 pcs	
Spray Gun Bottle, Plastic, 500ml (for water)	13 pcs	
Tape, Adhesive, Duct, Size: 48mm, Length:10mm	42 rolls	
Tape, Double Sided Foam, 1 in. x 5 m	11 rolls	
Toilet Freshener, Cake, 50g	106 pcs	
Trash Bag, Black, Small, 10pcs/roll	160 rolls	
Trash Bag, Black, XL, 10pcs/roll	68 rolls	
Floor Wax, Liquid, Natural (for vinyl floor), 1 gallon	18 gallons	
Polishing Pad, 16in, 5pcs/box	10 boxes	
Vigil Candle with glass	4 bottles	
Calulator Tape, 57cm	12 rolls	
Tape Cartridge for Brother Labelling Machine, 9mm (TZ Laminated Black on White)	1 roll	
Tape Cartridge for Brother Labelling Machine, 25mm (TZ Laminated Black on White)	1 roll	
Car Shampoo 1000 ml	22 bottles	
Drying Cloth, Chamois, Synthetic	20 pcs	
Toilet Paper, Jumbo Roll, 2 ply, 200m	160 rolls	
Colored Paper, 80gsm, A4, Pink	42 reams	
Flash Drive, 8GB capacity	14 pcs	
Supplier must be able to deliver within five (5) working 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

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 Office and Janitorial Supplies	Insecticide, Aerosol type, Min. net content: 600 ml	157 cans		
	Note Pad, Stick-On, 2" x 3"	147 pads		
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Colored Paper, 80gsm, A4, Pink	42 reams		
Flash Drive, 8GB capacity	14 pcs		
Total (inclusive of VAT)			

(2) We undertake to deliver above goods 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

J