

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-529

Ms. JOJIE R. VELINA
General Manager
Mostaco Marketing

Dear **Ms. Velina**:

The Office of the Vice President (OVP) will undertake a Negotiated Procurement-Emergency Cases in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184 for the Project, ***“Supply and Delivery of Non Medical Supplies for Covid-19 Care Kit”*** with an approved Budget for the Contract (ABC) of Five Hundred Eighty Eight Thousand Pesos (P588,000.00).

May we request for a quotation for the said Project per attached Specifications (Annex “A”) together with the following eligibility documents:

1. Valid and current Mayor’s/Business Permit;
2. Compliance to the Technical Specifications (Annex “A”); and
3. Accomplished Price Quotation Form (Annex “B”).

Kindly submit the quotation and eligibility documents on or before 9:00 a.m. of September 6, 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.

For inquiries, you may contact the Bids and Awards Committee (BAC) Secretariat at telephone number 8370-1716 local 128 to 129.


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	Quantity	Statement of Compliance
Alcohol, 500ml	4,000 bottles	
Disposal Bags, Small, 10 pcs/roll	4,000 rolls	
Corrugated Box Size: 10 x 8 x 5.5 ins (L x W x H)	4,000 pcs	
Supplier must be able to deliver on September 6, 2021	N/A	
Delivery Site: 7th floor Ben-Lor Building, 1184 Quezon Avenue, Quezon City	N/A	
Schedule of deliveries may change upon notice from end-user during actual implementation	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

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	Quantity	Unit	Unit Price	Total Price
Supply and Delivery of Non-Medical Supplies for Covid-19 Care Kit	Alcohol, 500ml	4,000	bottle		
	Disposal Bags, Small, 10 pcs/roll	4,000	roll		
	Corrugated Box Size: 10 x 8 x 5.5 ins (L x W x H)	4,000	pc		
	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

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