

**Office of the Vice President
of the Philippines**

REQUEST FOR QUOTATION

Reference No.: 2021-531
Posting Date: September 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 Hygiene Kits for Care Package Kit”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Thirty One Thousand One Hundred Fifty Pesos (P31,150.00)
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. 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 September 8, 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


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
Detergent Bar, Hypoallergenic, White, 95g	100 pcs	
Feminine Napkin, 8 pads/pack	100 pcs	
Bath Soap, 130g	100 pcs	
Shampoo, 180ml	100 pcs	
Tissue, Roll	100 pcs	
Toothbrush, Soft	100 pcs	
Toothpaste, 90ml	100 pcs	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	N/A	
Must be able to deliver 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

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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 Hygiene Kits for Care Package Kit	Detergent Bar, Hypoallergenic, White, 95g	75 pcs		
	Feminine Napkin, 8 pads/pack	75 pcs		
	Bath Soap, 130g	75 pcs		
	Shampoo, 180ml	75 pcs		
	Tissue, Roll	75 pcs		
	Toothbrush, Soft	75 pcs		
	Toothpaste, 90ml	75 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

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