

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-535
Posting Date: September 7, 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 Surgical and KN95 Masks”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Sixty Six Thousand Pesos (P66,000.00)
for the Contract

Specifications : Please see attached Annex “A”

Delivery Address : 7th Floor. 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 8-370-1724 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
Face Mask, 50 pcs/box <ul style="list-style-type: none"> ▪ Disposable, 3-ply, non-woven, Elastic Ear loops, pliable elastic nose piece 	364 boxes	
KN95 Mask	2,688 pieces	
Valid and current Certificate of Product Registration (CPR) issued by the Philippine Food and Drug Administration (PFDA) or valid extension; or valid and current License to Operate (LTO) as medical device importer/ wholesaler issued by PFDA. Provided that in case of expired LTO, the application for renewal was made timely as per PFDA Circular No. 2011-004. In case of expired LTO, the following may be submitted: 1. Expired LTO; or 2. Application for Renewal Official Receipt as proof of payment for the renewal of LTO.	N/A	
Supplier must be able to deliver within five (5) working days upon receipt of Purchase Order	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 Price	Total Price
Supply and Delivery of Surgical and KN95 Masks	Face Masks, 50 pcs/box	364 boxes		
	KN95 Mask	2,688 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

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