

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-548
Posting Date: September 13, 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 Supplies for Vaccine Express in Pampanga and Tarlac”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Ten Thousand Pesos (P10,000.00)
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. Compliance to the Technical Specifications (Annex “A”); and
4. 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 15, 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
Double Sided Tape, 1 inch	15 rolls	
Plastic Twine	5 pcs	
Rag, 20 pcs/bundle	12 bundles	
Stapler, Standard	2 pcs	
Thumbtacks	6 boxes	
Sticker Paper, A4, 10 pcs/pack	13 packs	
Cutter	2 pcs	
Laminating Sheet, 10 pcs/pack	16 packs	
ID Lace (hook type)	180 pcs	
Brown Envelope, A4	180 pcs	
Spray Bottle, 500ml	10 pcs	
Supplier must be able to deliver September 16, 2021	N/A	
Delivery Site: No. 100 10 th St. Brgy. Mariana, New Manila, 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

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 Supplies for Vaccine Express in Pampanga and Tarlac	Double Sided Tape, 1 inch	15 rolls		
	Plastic Twine	5pcs		
	Rag, 20 pcs/bundle	12 bundles		
	Stapler, Standard	2 pcs		
	Thumbtacks	6 boxes		
	Sticker Paper, A4, 10 pcs/pack	13 packs		
	Cutter	2 pcs		
	Laminating Sheet, 10 pcs/pack	16 packs		
	ID Lace (hook type)	180 pcs		
	Brown Envelope, A4	180 pcs		
	Spray Bottle, 500ml	10 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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