

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2021-557  
Posting Date: September 15, 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 Pasig City”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Four Thousand One Hundred Fifty Pesos (P4,150.00)  
for the Contract

Specifications : Please see attached Annex “A”

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 16, 2021. It may be done manually at the Property and Procurement Unit, 7<sup>th</sup> 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."

<b>Specification</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Double Sided Tape, 1 inch	5 rolls	
Plastic Twine	2 pcs	
Rag, 20 pcs/bundle	2 bundles	
Stapler, Standard	2 pcs	
Thumbtacks	3 boxes	
Sticker Paper, A4, 10 pcs/pack	4 packs	
Laminating Sheet, 10 pcs/pack	4 packs	
ID Lace (hook type)	100 pcs	
Brown Envelope, A4	100 pcs	
Spray Bottle, 500ml	10 pcs	
Supplier must be able to deliver on September 17, 2021	N/A	
Delivery Site: No. 100 10 <sup>th</sup> 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**


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 Date
**The General Services Division**

Office of the Vice President

7<sup>th</sup> 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:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Supply and Delivery of Supplies for Vaccine Express in Pasig City</b>	Double Sided Tape, 1 inch	5 rolls		
	Plastic Twine	2 pcs		
	Rag, 20 pcs/bundle	2 bundles		
	Stapler, Standard	2 pcs		
	Thumbtacks	3 boxes		
	Sticker Paper, A4, 10 pcs/pack	4 packs		
	Laminating Sheet, 10 pcs/pack	4 packs		
	ID Lace (hook type)	100 pcs		
	Brown Envelope, A4	100 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)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact Number