

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-523
Posting Date: September 3, 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 Relief Goods for Covid-19 Response Operation in Macrohon, Southern Leyte”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Four Hundred Twenty One Thousand Nine Hundred Seventy
for the Contract : One Pesos and Sixty Nine Centavos (P421,971.69)

Specifications : Please see attached Annex “A”

Delivery Address : 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. Notarized Original Omnibus sworn Statement;
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 10:00 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. 370-1716 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 370-1724 local 128 to 129 or mobile number 09062847805


SOFIA C. YANTO-ABAD
B/C 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."

Requirement	Statement of Compliance
Canned Sardines, 155g	
Canned Tuna, 155g	
Canned Corned Beef, 100g	
Instant Noodles, 55g	
Soda Crackers, 10's per pack	
Milk/Chocolate and Cereal Drink, 40g, 10's per pack	
Sanitary Napkin, 8's per pack	
Plastic Sando Bag, Large	
Eco Bag, Large	
Delivery date is on September 7, 2021 in Macrohon, Southern Leyte	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

J

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	Qty	Unit Price	Total Price
Supply and Delivery of Relief Goods for Covid-19 Response Operation in Macrohon, Southern Leyte	Canned Sardines	5,565	can	
	Canned Tuna	2,226	can	
	Canned Corned Beef	2,226	can	
	Instant Noodles	4,452	pack	
	Soda Crackers	1,113	pack	
	Milk/Chocolate and Cereal Drink	1,113	pack	
	Sanitary Napkin	1,113	pack	
	Sando Bag	1, 113	pc	
	Eco bag	1,113	pc	
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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