



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

REQUEST FOR QUOTATION (RFQ)
Supply and Delivery of Various Office and Janitorial Supplies

March 21, 2024

Dear Sir/Madam:

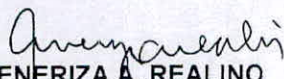
Please quote your price for the item specified below, taking into consideration the following:

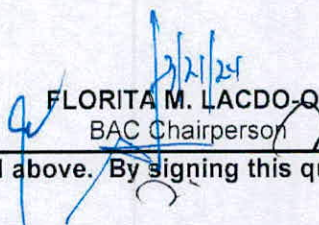
PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) is **Fifty-Five Thousand Seven Hundred Ninety Seven Pesos only (P55,797.00)**. The ABC per item is indicated in the 2nd page of this RFQ.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per item" basis.**
4. Delivery period is **15 calendar days** upon receipt of the Notice of Award (NOA) and Purchase Order (PO) at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within five (5) working days upon receipt of Statement of Account.
6. Refusal to accept an award may be ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than March 27, 2024 @ 9:30 A.M. DBM Bundy Clock Time:**
 - 2024 Mayor's/Business Permit but if not yet available, the recently expired Mayor's/Business Permit. subject however, to submission of 2024 Mayor's/Business Permit after award of contract but before payment.
10. **The supplier's PhilGEPS Registration Number must be indicated at the 2nd page of this RFQ.**

Address of bid submission

FLORITA M. LACDO-O, BAC Chairperson
DBM-Regional Office No. VIII
Villa Ruiz, Marasbaras, Tacloban City


ENERIZA A. REALINO
Canvasser


FLORITA M. LACDO-O
BAC Chairperson

I have read and understood the Procurement Terms & Conditions stated above. By signing this quote, I hereby agree and bind myself to the above Terms & Conditions.

Supply and Delivery of Various Office and Janitorial Supplies

Item	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
A. Office and Janitorial Supplies						
1	140	bottle	ALCOHOL, Ethyl, 500 ml, 68%-70% solution, Antiseptic, Disinfectant	12,226		
2	10	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	700		
3	7	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	567		
4	20	bottle	DISHWASHING LIQUID, 250ML, antibacterial, Concentrated	1,754		
5	25	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	3,875		
6	10	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 WATTS	2,800		
7	85	ream	PAPER, MULTICOPY A4, 500 sheets per ream, 80 GSM	17,425		
8	52	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream, 80 GSM	11,180		
9	84	piece	SIGN PEN, Black, liquid or gel ink, 0.5 mm, needle tip	1,736		
10	81	piece	SIGN PEN, Blue, liquid or gel ink, 0.5 mm, needle tip	1,674		
11	10	roll	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	1,860		
Delivery Period: Fifteen (15) calendar days upon receipt of NOA and PO						
				55,797		

Please fill-out this portion LEGIBLY and COMPLETELY:

Signature over Printed Name of

Authorized Representative: _____

Date: _____

Handwritten signature and date: 7/2/24

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____