



REPUBLIC OF THE PHILIPPINES
**PUBLIC-PRIVATE PARTNERSHIP
CENTER**

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City
Tel. No. 709-4146 / 929-39-71 (Telefax); website: www.ppp.gov.ph

REQUEST FOR QUOTATION

Supply of Various Office Supplies

RFQ NO.: 2021-01-003
January 28, 2021

To All Eligible Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted manually in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address or through electronic mail at procurement@ppp.gov.ph or on or before 5:00pm on February 3, 2021, subject to the following terms and conditions:

- The electronic submission procedure shall be as follows:
 - Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center.
 - Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
 - Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- The mode of procurement is Shopping (Section 52.1.b of the Revised IRR of RA 9184). Quotation should not exceed the Approved Budget of the Contract in the amount of Php 30,480.00.
- Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.
- Quotation must be submitted using the attached prescribed form duly signed by the bidder's authorized company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.
- Quotation must be accompanied with the following documents:
 - Valid Mayor's/Business Permit or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
 - PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition for award).
- Award shall be made to the bidder with the lowest calculated and responsive bid.
- Bids should be valid for a minimum of one (1) month from deadline of submission of bids.
- Procured items must be served/provided to PPP Center.

Payment shall be made seven (7) working days after receipt of billing statement.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at procurement@ppp.gov.ph.

Very truly yours,



MARIA THERESA L. LARANANG
Chairperson, Bids and Awards Committee *dlm*



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REQUEST FOR QUOTATION

28 January 2021

Item	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
1	75	ream	Supply and delivery of: Copypaper A4, 80 gsm		
2	100	pc	Signpen liquid or gel, 0.5mm needle type, non slip, Color: black		
3	50	pc	Signpen liquid or gel, 0.5mm needle type, non slip, Color: Blue		
4	15	pc	Record book 300 pages Size: 205mm X 265mm(min) Cover: laminated chipboard Cover size: 214mm X 278mm(min)		
5	10	pc	Record book 500 pages Size: 205mm X 265mm(min) Cover: laminated chipboard Cover size: 214mm X 278mm(min)		
6	5	pc	Scissor -symmetrical/assymetrical Overall length: 160mm(min) Length of blade: 70mm(min) Thickness of blade: 170mm(min)		
7	3	box	Pushpin-50pcs per box		
8	4	pack	Folder tag board legal, pack of 100		
			Delivery: Within seven (7) days upon receipt of Purchase Order Payment: Within seven (7) days upon acceptance of complete delivery, and receipt of billing/sales invoice.		
(Bidders, Please Provide complete information below)					
Farmed-out:			Signature:		
			Name of Company:		
			Address:		
			Telephone/Fax:		
			TIN:		