



REQUEST FOR QUOTATION
(Small Value Procurement Section 53.9)

Name of Project : **Supply and Delivery of Various Janitorial Supplies**

Approved Budget for the Contract : **Php 56,390.00**

Location : **PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila**

Deadline of Submission : **March 18, 2024 05:00 PM**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their

- 1. Certified True Copy of Valid Mayor's Permit**
- 2. PhilGEPS Registration Number**
- 3. Duly Signed and Notarized Omnibus Sworn Statement**

Quotations shall be submitted in person to the PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat
PMO-NCR North Bids and Awards Committee
G/F, PMO-NCR North Admin. Bldg.,
Mel Lopez Boulevard, North Harbor, Tondo, Manila
Telefax No. #8245-2929
Email Address:

Very truly yours,


FRANCIS ALDRICH A. RUBIO
BAC Chairperson

REQUEST FOR QUOTATION

Date: _____

**MR. FRANCIS ALDRICH A.
RUBIO**

Chairperson, Bids and Awards
Committee
Port Management Office-NCR
North
Administration Bldg. Mel Lopez
Blvd.
North Harbor, Tondo, Manila

Dear Mr. Rubio;

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the **"Supply and Delivery of Various Janitorial Supplies"** posted by your office, we hereby submit our proposal corresponding to your requirements.

ITEM	QTY	UNIT	ITEM DESCRIPTION / TECHNICAL SPECIFICATIONS	UNIT PRICE	TOTAL AMOUNT
1	10	Pcs	Disinfectant Spray 340g	₱	₱
2	12	Pcs	Rags	₱	₱
3	30	Pc	Powder Soap 2KG	₱	₱
4	4	pc	Muriatic Acid 4L	₱	₱
5	40	Pc	Albatross Deodorizer Refill 50g	₱	₱
6	20	Pc	Hand Soap 225ml	₱	₱
7	50	Pc	Garbage Bag (Medium)	₱	₱
8	50	Pc	Garbage Bag (XXL)	₱	₱
9	15	Pc	Fabric Conditioner 2L	₱	₱

10	12	pc	Mop Head	₱	₱
11	6	Pc	Multi Insect Killer Water Base 500ml	₱	₱
12	6	Pc	Zonrox (1gallon)	₱	₱
				TOTAL AMOUNT	

NOTE:

1. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least thirty (60) days from receipt of quotation and shall be binding upon the supplier within the period.
2. Delivery period shall be within fourteen (14) working days from receipt of Notice of Award/Purchase Order.
3. The P.O. shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
4. Terms of Payment within thirty (30) calendar days from date of acceptance.
5. Bidders shall submit with the quotations technical brochures of the products being offered.
6. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered official receipts.
7. Payments shall be made after delivery and upon submission of required supporting documents
8. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations.

Name of Company: _____

Delivery Period: _____

Warranty Period: _____

Price Validity: _____