



Request for Quotation (RFQ)

Date: **April 11, 2022**
 Quotation No. **RFQ2022-04-032 GAA**

REQUISITIONING OFFICE/END USER	CHED-UNIFAST
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Hundred Seventy Three Thousand Eight Hundred Thirty Pesos (P173,830.00)
FUNDING SOURCE	GAA FUNDED
COMPANY NAME: ADDRESS: TEL NO. / FAX NO: CONTACT PERSON:	
<p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your SEALED quotation duly signed by your representative not later than April 18, 2022 at 3:00 PM at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no: 8441-1171/8441-8910.</p>	

TERMS AND CONDITIONS:

1. All Entries must be typewritten or legibly written.
2. Provide or fill in all information required in this form.
3. **For Column D**, please indicate **“Comply”** or **“Not Comply”** for every numbered item under **technical specifications**.
4. Delivery Period within **45 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
5. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
6. Price validity shall be for a period of sixty (60) calendar days.
7. The mode of payment is through send bill arrangement.
8. Prices should be inclusive of VAT and other government taxes.
9. Supplier must have a Bank Account for the payment.
10. **Supplier shall submit together with the RFQ the following:**
 - 10.1 **PhilGEPS Registration No./Organization No.**
 - 10.2 **Mayor’s/Business Permit (Complete Set)**
 - 10.3 **Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020), with Secretary’s Certificate or Special Power of Attorney, if applicable**

A	B	C	D	E	F
Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State “Comply” or “Not Comply”)	UNIT PRICE	TOTAL AMOUNT
Lot	Procurement of Office Supplies and Equipment for the official use of the UNIFAST Secretariat Officers and Staff				

	Technical Specifications:				
	<p>1. Sign Here Sticky Notes Indicator Flaglets with "Sign Here" text</p> <p>Qty: 20 packs</p> <p>25.4 x 43.2 mm</p>				
	<p>2. Scientific Calculator – Any brand</p> <p>240 function or higher, 95g or higher</p> <p>Qty: 9 pcs</p>				
	<p>3. Sticker Paper – applicable to laserjet/inkjet</p> <p>A4 size, 10 pcs per pack or higher</p> <p>Qty: 100 packs</p>				
	<p>4. A4 Paper, Multi-purpose, 70gsm or higher</p> <p>Qty: 100 boxes</p>				
	<p>5. Specialty Paper (10/pack) – A4</p> <p>85gsm or higher</p> <p>10 pcs per pack or higher</p> <p>Qty: 100 packs</p>				
	<p>6. Unruled Index Card (50-100/pack) 50 to 100 pcs per pack</p> <p>5.5" x 8.5"</p> <p>Qty: 100 packs</p>				
	<p>7. Filing Cabinet – Lateral Filing Cabinet</p> <p>Material: Powder Coated Steel/Metal</p> <p>Dimensions: 90 W x 103 D x 45 H cm</p> <p>Central Lock with Keys</p> <p>3 Sections slide rails</p> <p>Weight: 52 kgs, gray color</p> <p>Qty: 3 pcs</p>				

	<p>8. Mobile Cabinet – Material: Powder-coated steel</p> <p>3 drawers with pencil tray and file divider Centralized locking system Open front shelf cabinet, enclosed sides and black Dimensions: 40 W x 56.5 D x 65.5 H cm Weight: 14kgs, Gray color</p> <p>Qty: 3 pcs</p>				
	9. Delivery: 45 days				
	10. Prices inclusive of VAT and all government taxes				
	<p>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</p>				

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After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

Signature over Printed Name / Date

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. **RFQ2022-04-032 GAA**

Reference No.

Published Date: **April 11, 2022**

Closing Date: **April 18, 2022 – 3:00 PM**