



## Request for Quotation (RFQ)

Date: May 26, 2022

Quotation No. RFQ2022-05-064 GAA

REQUISITIONING OFFICE/END USER	CHED-UNIFAST
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>One Hundred Sixteen Thousand Seven Hundred Seventy Pesos (P116,770.00)</b>
FUNDING SOURCE	GAA FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
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 <b>SEALED</b> quotation duly signed by your representative not later than <b>May 31, 2022 at 10:00 AM</b> 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.	

### TERMS AND CONDITIONS:

- All Entries must be typewritten or legibly written.
- Provide or fill in all information required in this form.
- For Column D**, please indicate **“Comply”** or **“Not Comply”** for every numbered item under **technical specifications**.
- Delivery Period within **30 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
- Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
- Price validity shall be for a period of sixty (60) calendar days.
- The mode of payment is through send bill arrangement.
- Prices should be inclusive of VAT and other government taxes.
- Supplier must have a Bank Account for the payment.
- Supplier shall submit together with the RFQ the following:**
  - PhilGEPS Registration No./Organization No.**
  - Mayor’s/Business Permit (Complete Set)**
  - 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	<b>Procurement of Janitorial Supplies for UNIFAST Secretariat – Central Office</b>				

	Technical Specifications				
	1. Detergent Powder 1 Kg Qty: 25 packs				
	2. Carpet Cleaner per 1 Gallon Qty: 25 Gallons				
	3. Trash bag XXL Qty: 55 packs				
	4. Rags (Square) Qty: 50 packs				
	5. Glue Board Rat Trap Qty: 51 pcs				
	6. Multi Insect Killer 600 ml Qty: 30 cans				
	7. Dishwashing Liquid per 1 Gallon Qty: 30 Gallons				
	8. Scouring pad Sponge Qty: 50 pcs				
	9. Broom Stick Qty: 5 pcs				
	10. Mop Bucket with wringer and mop Qty: 3 pcs				
	11. Spin Mop and Bucket Qty: 2 pcs				

	12. Trash can wheels 80L Qty: 4 pcs				
	13. Liquid Handsoap per 1 Liter Qty: 50 bottles				
	14. Dust and wetcontrol floor mats Qty: 10 pcs				
	15. Dustbin/Trashbin for office Qty: 25 pcs				
	16. Shoes Disinfectant mat Qty: 10 pcs				
	17. Delivery within 30 calendar days upon receipt of Purchase Order				
	18. Prices should be VAT inclusive and other government taxes				
	19. Warranty: 6 months				
	20. Mode of payment: Send bill				
	<b>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</b>				

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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. **RFQ2022-05-064 GAA**

Reference No.

Published Date: **May 26, 2022**

Closing Date: **May 31, 2022 – 10:00 AM**