



## ***Request for Quotation (RFQ)***

Date: **July 6, 2022**  
 Quotation No. **RFQ2022-07-091 GAA**

REQUISITIONING OFFICE/END USER	CHED-UNIFAST
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>Ninety Four Thousand Three Hundred Seventy Five Pesos (P94,375.00)</b>
FUNDING SOURCE	GAA FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
<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 <b>SEALED</b> quotation duly signed by your representative not later than <b>July 11, 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.</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 **15 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	<b>Procurement of various Office Supplies for UNIFAST Central Office</b>				

	Technical Specifications				
	1. Post It, ½ x 2, Neon Qty: 100 Set				
	2. Sticky Note 2" x 3" Qty: 75 packs				
	3. Sticky Note 1.5" x 2" Qty: 100 pads				
	4. Post It Tape Flag (Assorted Color) 0.47 inches x 1.7 inches Qty: 100 set				
	5. Photo Paper, A4 Size 220 GSM (10 pcs per pack) Qty: 75 packs				
	6. Paper Clip Vinyl 50 mm Qty: 100 boxes				
	7. Sticker Paper, Glossy, White (A4) Qty: 100 pcs				
	8. Indicator Flaglets with "Sign Here" text 25.4 x 43.2 mm Qty: 100 set				
	9. Sticky Note 3" x 4" Qty: 75 packs				
	10. Sticky Note 3" x 5" Qty: 75 packs				
	11. Duct Tape, 2 inches Qty: 50 roll				

	1. Delivery period within 15 days upon receipt of approved funded Purchase Order				
	2. Price inclusive of VAT and other government charges				
	3. Mode of Payment: Send bill Arrangement				
	<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. **RFQ2022-07-091 GAA**

Reference No.

Published Date: **July 6, 2022**

Closing Date: **July 11, 2022 – 10:00 AM**