



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. X
Cagayan de Oro City

REQUEST FOR QUOTATION

Date : September 9, 2021
RFQ No. : 2021-09-029

Name of Company/Business: _____
Address: _____
Taxpayer Identification No. (TIN): _____
PhilGEPS Registration No. : _____

The Commission on Audit, Regional Office No. 10, Cagayan de Oro City, through its Bids and Awards Committee (BAC) intends to undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 IRR of RA 9184 for the procurement of item(s) stipulated below:

Subject: Procurement of 3rd quarter Commonly-Used Supplies & Equipment not Available at PS-DBM

Location: COA Regional Office 10, Carmen, Cagayan de Oro City

Approved Budget for the Contract : ₱ 316,285.00

Please quote your **best offer** for **any or all items** described herein. Submit your duly signed quotation in a sealed envelop not later than the set deadline together with the required documents stipulated in the Terms and Conditions of this Request for Quotation.

ROGELIO M. TERO

Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS:

1. Quotation Submission Deadline: Wednesday, September 22, 2021
2. Quotation Opening Date & Time: September 22, 2021 2:00:00 pm
3. Place of Quotation Opening: COA R10, Carmen, Cagayan de Oro City
4. Place of Delivery: COA R10, Carmen, Cagayan de Oro City
5. Delivery Period/Duration: 15 Calendar Days
6. Price Validity Period: 30 Calendar Days
7. Supplier/Contractor shall submit the following documents together with this Request for Quotation:
 - (1) Mayor's/Business Permit
 - (2) Income Tax Return
 - (3) PhilGEPS Registration Certificate and
 - (4) Omnibus Sworn Statement
8. Suppliers/Bidders shall provide correct and accurate information required in this form;
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or any of its duly authorized representative(s);
10. Price quotation(s), to be denominated in Philippine peso shall be inclusive of tax for materials & supplies;
11. Quotations exceeding the Approved Budget for the Contract shall be rejected instantaneously;
12. Purchase Order/Contract shall be awarded to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
13. Delivered items are subject to inspection with payment processing to commence only after acceptance by COA-General Services Unit;
14. Payment shall be made after delivery and upon submission of the required supporting documents, i.e., order slip and/or billing statement by the supplier/contractor. Terms of payment is within 14 to 28 calendar days from the date of acceptance; and
15. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The COA Region 10 shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the terms and conditions, I/We submit our quotation(s) for the item(s) as follows:

No.	Qty	Unit	Item Description	ABC	Supplier's Offer		
					Brand	Unit Cost	Total Cost
1	4	box	All Purpose Glue Stick (22 grams/stick)	152.00			
2	5	box	Ballpen, Blue (50 pcs/box)	2,250.00			
3	5	box	Ballpen, Red (50 pcs/box)	2,250.00			
4	8	box	Binder Clip 2" (12 pcs/box)	624.00			
5	1	pack	Bundy Card	200.00			
6	10	bottle	Correction Fluid, water based	150.00			
7	100	piece	Correction Tape, film base type, UL 6m min	2,000.00			
8	5	box	Envelope, mailing, white, 70gsm	2,300.00			
9	50	box	Fastener, metal, 70mm between prongs	7,250.00			
10	4	box	Legal Folder, green w/tab	7,200.00			
11	10	piece	Magazine Tray, 2 layers	5,000.00			
12	10	pc	Mechanical pencil 0.5	1,100.00			
13	10	tube	Mechanical Pencil Lead 0.5 (refill)	310.00			
14	200	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm (hard copy)	44,000.00			
15	30	ream	Paper, Multicopy, 80gsm, size: 216mm x 297mm short (hard copy)	6,300.00			
16	50	ream	Paper, Multi-purpose (copy) A4, 70gsm	8,500.00			
17	10	pad	Paper, Pad, ruled, size: 216mm x 330mm (? 2mm)	350.00			
18	25	pc	Record book, 300 pages, size: 214mm x 278mm min	3,750.00			
19	25	pc	Record book, 500 pages, size: 214mm x 278mm min	4,500.00			
20	12	pack	Ring Binder, 1" x 44, 10pcs/pack	5,400.00			
21	12	pack	Ring Binder, 3/4 x 44", 10 pcs/pack	3,360.00			
22	25	pair	SCISSORS, symmetrical, blade length: 65mm min	1,625.00			
23	10	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	2,760.00			
24	10	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	2,760.00			
25	10	box	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	2,760.00			
26	30	box	STAPLE WIRE, STANDARD, (26/6) H35	1,080.00			
27	6	pcs.	Stapler w/ remover, heavy duty	2,550.00			
28	15	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	1,650.00			
29	100	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	1,500.00			
30	20	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	520.00			
31	8	ream	White Mimeo, 63GSM (A4)	1,240.00			
Cleaning Equipment and Supplies							
32	10	piece	Broom, soft (tambo)	800.00			

33	36	piece	Deodorizer cake big 100g	3,060.00		
34	35	kg	Detergent Powder 1kg	4,550.00		
35	4	piece	Dipper	280.00		
36	12	piece	Dishwashing paste 400g	564.00		
37	75	bot	Dishwashing liquid 500ml	6,000.00		
38	10	doz	Fabric Conditioner (sachet)	840.00		
39	10	bot	Glass Cleaner, 500ml	1,680.00		
40	20	can	Multi-Insect Killer, water based	9,200.00		
COVID 19 Response Items						
41	150	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	14,250.00		
42	20	gal	Disinfectant bleach	3,300.00		
43	30	cans	Disinfectant Spray, 400-550 grams	20,250.00		
44	30	bottle	HAND SOAP, Liquid, 500ml	2,700.00		
45	25	box	SURGICAL MASK, 3-ply	1,850.00		
Electrical Supplies						
46	20	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	1,200.00		
47	25	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	1,500.00		
48	10	pack	Cable Tie (Various sizes)	550.00		
49	1	unit	Flash light , LED, rechargeable w/ handle	550.00		
50	1	unit	Lamp, Emergency LED rechargeable	770.00		
51	75	unit	T5 Fluorescent Tube, 28w DL	13,500.00		
IT SUPPLIES/Equipment						
52	15	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	67,500.00		
53	5	unit	SD Card 32gb	2,550.00		
54	5	unit	SD Card 64gb	4,650.00		
55	15	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS) with Casing	28,800.00		
Total ABC				P 316,285.00		

Signature Over Printed Name

Position/Designation

Mobile No./Telephone No.

Date