



Republic of the Philippines
 COMMISSION ON AUDIT
 Regional Office No. 10
 Carmen, Cagayan de Oro City

REQUEST FOR QUOTATION

Date : 19-Feb-20
 RFQ No. : 2020-02-025

Name of Supplier/Company : _____
 Supplier's Address : _____
 Taxpayer Identification Number (TIN) : _____
 PhilGEPS Registration Number (required) : _____

The Commission on Audit, Regional Office No. 10, Cagayan de Oro City, through its Bids and Awards Committee (BAC) intends to perform Shopping in the procurement of item(s) stipulated below:

Project : Procurement of Commonly-Used Supplies & Equipment (CSE) for the 1st Quarter of 2020 -Other items not available at PS-DBM but regularly purchased from other sources.
 Location : COA Regional Office 10, Carmen, Cagayan de Oro City
 Approved Budget for the Contract (ABC) : Php 114,475.00

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
 Chairman, Bids and Awards Committee

Terms and Conditions:

- 1 . Quotation submission deadline : February 27, 2020
- 2 . Quotation opening date & time : February 27, 2020, 2:00pm
- 3 . Place of quotation opening : COA R10 - GSU Office, Carmen, CDOC
- 4 . Place of delivery/installation : COA R10 - GSU Office, Carmen, CDOC
- 5 . Delivery period/duration : within 15 days from receipt of Notice to Proceed
- 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 and (2) PhilGEPS Registration Certificate
- 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, submission of the documents received in item #7 above 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	Approved Budget for the Contract	Supplier's Offer		
					Brand	Unit Cost	Total Cost
Common Office Supplies							
1	100	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	8,000.00			
2	2	box	ENVELOPE, MAILING, white, 80gsm (-5%)	800.00			
3	80	box	FASTENER, METAL, 70mm between prongs	4,000.00			
4	20	pack	FOLDER, TAGBOARD, for legal size documents	9,000.00			
5	10	cart	INK CART, EPSON C13T664100 (T6641), Black	3,800.00			
6	36	piece	MARKER, PERMANENT, bullet type, black	1,440.00			
7	36	piece	MARKER, PERMANENT, bullet type, blue	1,440.00			
8	151	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	42,280.00			
9	20	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1,160.00			
10	211	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	6,330.00			
11	55	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	1,650.00			
12	12	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	360.00			
13	30	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	600.00			
Common Office Devices							
1	5	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	650.00			
Common Janitorial Supplies							
1	12	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	6,600.00			
Lighting Fixtures and Accessories							
1	4	piece	Tubular Lamp, T5, led, 16w, DL, Seamless Bracket	1,000.00			
2	10	piece	Tubular Lamp, T5, LED, 16w, DL (tube only)	3,200.00			
3	10	piece	T5 Tube, 28w, DL (tube only)	1,500.00			
4	5	piece	Tubular Lamp, T8, LED, 15w, DL	1,125.00			
Common Janitorial Supplies							

1	30	bot	BLEACH, Liquid, Original, 1000ml	1,500.00				
2	2	piece	DIPPER	140.00				
3	6	liter	GLASS CLEANER, Strawberry Scent, 500ml	900.00				
4	25	pack	FABRIC CONDITIONER, 43ml.@ 12s/pack	1,500.00				
5	12	piece	FRESHNER, cherry scent	3,000.00				
6	36	bot	DISINFECTANT, 1000ml	2,160.00				
7	12	piece	BATHROOM RUGS	1,800.00				
8	18	tube	MULTI INSECT KILLER, water based	6,300.00				
9	24	pack	SOAP, dishwashing, liquid, 190ml	1,440.00				
10	8	pad	SCOURING PAD	800.00				
Grand Total								

Signature over Printed Name

Position/Designation

Mobile No./Telephone Number

Date