

REQUEST FOR QUOTATION

RFQ No. 2025-152 **NP-SVP**
Date: **March 12, 2025**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No.: _____
Company TIN: _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC).The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303

Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to procurement@nacc.gov.ph not later than 17 of March 2025; 9:00am. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

FERDINAND MARCELO
Administrative Officer V

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
- Good/s shall be delivered within **15-30 calendar days upon receipt of Notice to Proceed**
- Place of Delivery: **RACCO 8 - Tacloban City**
- Terms of Payment: **within 30-45 days upon completion of supporting documents.**
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name : _____ Account Number : _____
BankName : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**


EMIL A. BALACANAO
BAC Secretariat
Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;
(02) 8721-9782

(Signature over Printed Name)
Supplier

NATIONAL AUTHORITY FOR CHILD CARE

RFQ No.: 2025-152
March 12, 2025

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Reg. No. : _____
 Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
PROCUREMENT OF OFFICE SUPPLIES FOR RACCO 8							
	480	piece	Sign Pen, Extra Fine Tip, Black	10,656.00			
	480	piece	Sign Pen, Extra Fine Tip, Blue	10,656.00			
	20	pack	Battery, dry cell, size AA	409.80			
	60	pack	Battery, dry cell, size AAA	1,100.40			
	2	piece	Broom (Walis Tambo)	249.60			
	2	piece	Broom (Walis Tingling)	52.00			
	6	bottle	Cleaner, Toilet Bowl and Urinal	249.60			
	2	can	Disinfectant Spray	279.78			
	12	bottle	Hand Soap, liquid, 500 ML	515.40			
	20	roll/pack	Trashbag, XL size	1,851.20			
	1	piece	Philippine National Flag	284.84			
	30	piece	Flash Drive	4,582.20			
	10	piece	Light-Emitting Diode (LED) Light Bulb, 7 watts	756.10			
	10	bottle	Glue, all-purpose	621.40			
	3	box	Staple Wire, heavy duty (binder type), 23/13	109.20			
	5	roll	Tape, packaging, 48 mm	111.80			
	5	tube	Blade, for general purpose cutter/utility knife	81.85			
	10	unit	Calculator, Compact	2,357.70			
	30	box	Clip, backfold, 32mm	998.40			
	4	box	Envelope, Expanding, Kraft	3,759.80			
	5	pack	Folder with tab, Legal	2,069.60			
	5	piece	Marker, Permanent, Black	41.35			
	5	piece	Marker, Permanent, Blue	41.35			
	5	piece	Marker, Permanent, Red	41.35			
	5	piece	Marker, Whiteboard, Black	48.25			
	5	piece	Marker, Whiteboard, Blue	48.25			
	5	piece	Marker, Whiteboard, Red	48.25			
	30	box	Paper Clip, vinyl/plastic coated, 33mm	264.60			
	10	piece	Puncher, paper, heavy duty	1,539.20			
	5	piece	Stamp Pad, felt	199.60			
	30	pair	Scissors, symmetrical/asymmetrical	1,965.60			
	30	piece	Stapler, standard type	5,928.00			
	30	piece	Staple Remover, plier-type	1,395.30			
	100	ream	Paper, Multipurpose A4	13,774.00			
	100	ream	Paper, Multipurpose Legal	15,891.00			
	20	pack	Toilet Tissue Paper, 2 ply	1,996.80			
	500	piece	Folder, Legal (Green)	7,500.00			
	3	box	Specialty Paper, A4 (color cream)	4,500.00			
	5	pack	Meta-cards	500.00			
	10	piece	Laser pointer clicker, 2.4 GHz Wireless USB	8,000.00			

5	bottle	Ink Refill, Brother DCP-T720w Black	4,000.00
5	bottle	Ink Refill, Brother DCP-T720w Cyan	4,000.00
5	bottle	Ink Refill, Brother DCP-T720w Magenta	4,000.00
5	bottle	Ink Refill, Brother DCP-T720w Yellow	4,000.00
30	piece	Document Tray, Metal, 3 Layers	21,000.00
1	piece	Acrylic Board (120 cm x 240 cm)	8,000.00
1	unit	Portable, Foldable Projector Screen	2,000.00
1	unit	Tripod Stand Projector	1,500.00
2	bottle	Ink Refill, Canon GI-790 Black	1,000.00
2	bottle	Ink Refill, Canon GI-790 Yellow	1,000.00
2	bottle	Ink Refill, Canon GI-790 Cyan	1,000.00
2	bottle	Ink Refill, Canon GI-790 Magenta	1,000.00
P			157,975.57
GRAND TOTAL			

PURPOSE : Office Supplies of RACCO 8

PR No. 2025-03-155

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at NACC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting from RACCO's future biddings.

FERDINAND MARCELO
 Procurement Officer
 Trunkline: (02) 8726-4555; 8721-9711; 8726-4568;
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Page 2 of 2 pages

(Signature over Printed Name)
 Supplier