

REQUEST FOR QUOTATION

RFQ No. 2025-232 **NP-SVP**
Date: **April 21, 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 **25th day of April 2025; 5:00PM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,


FERDINANDO 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/Purchase Order**
- Place of Delivery: **RACCO 6 - Ilo-Ilo**
- 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 : _____
Bank Name : _____ 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

ANNEX A

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

RFQ No.: 2025-232
Date : April 21, 2025

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PHIGEPS 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
			Name of Activity: Procurement of Office Supplies for RACCO 6				
1		gallon	ALCOHOL, Ethyl, 1 Gallon	721.97			
2		piece	ERASER, plastic/rubber	53.54			
26		piece	SIGN PEN, Extra Fine Tip, Black	2,412.02			
15		piece	SIGN PEN, Fine Tip, Black	1,039.50			
5		pack	BATTERY, dry cell, size AAA, 4 pcs per blister pack	1,243.00			
5		can	AIR FRESHENER, aerosol, min. of 280ml/150g	1,959.85			
1		piece	BROOM (Walis Tambo), weight: 200g min tiger grass	238.70			
12		bottle	CLEANER, Toilet Bowl and Urinal, 900ml-1,000ml	5,656.20			
10		plastic container	CLEANSER, Scouring Powder, min. of 350g per container	1,628.00			
20		pouch	DETERGENT POWDER, all purpose, 1 kg per pouch	6,050.00			
2		can	DISINFECTANT SPRAY, aerosol type, 400-550g	1,357.40			
4		can	FURNITURE CLEANER, aerosol, min. of 300ml per can	1,845.08			
8		bottle	HAND SOAP, liquid, 500mL per bottle	1,836.80			
1		kilo	RAGS, cotton	220.00			
1		pack	SCOURING PAD, min. of 5 pieces per pack	253.00			
20		roll/pack	TRASHBAG, XXL size, plastic, gusseted type, min. of 10 pieces per roll/pack	2,691.40			
20		roll/pack	TRASHBAG, Large size, plastic, gusseted type, min. of 10 pieces per roll/pack	2,112.00			
50		roll/pack	TRASHBAG, XL size, gusseted type, min. of 10 pieces per roll/pack	6,141.50			
1		piece	PHILIPPINE NATIONAL FLAG, min. of 3ft x 6ft	513.33			
2		piece	ELECTRIC FAN, stand type	6,189.70			
1		unit	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	6,633.00			
6		piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts, cool white	1,498.20			
8		bottle	GLUE, all-purpose, min. of 200g per bottle	994.40			
12		box	STAPLE WIRE, standard, no. 35	747.96			

3	roll	TAPE, electrical	161.70		
15	roll	TAPE, masking, 24mm or 1"	418.05		
6	roll	TAPE, masking, 48 mm or 2"	264.00		
5	roll	TAPE, packaging, 48 mm or 2"	264.00		
25	roll	TAPE, transparent, 24mm or 1"	760.75		
10	roll	TAPE, transparent, 48 mm or 2"	528.00		
1	roll	TWINE, plastic	110.37		
2	piece	RULER, plastic, 450mm	48.40		
2	tube	BLADE, for general purpose cutter/utility knife	138.80		
15	box	CLIP, backfold, 19mm, min. of 12 pcs per box	726.00		
25	box	CLIP, backfold, 32mm, min. of 12 pcs per box	1,485.00		
15	box	CLIP, backfold, 50mm, min. of 12 pcs per box	2,082.50		
5	piece	CORRECTION TAPE, 1 piece in individual pack	205.35		
2	piece	CUTTER/UTILITY KNIFE, for general purpose	162.80		
15	piece	DATA FILE BOX, chipboard, with closed ends	3,871.95		
4	piece	DATA FOLDER, chipboard, taglia lock	1,009.80		
1	piece	DATER STAMP	86.90		
5	box	ENVELOPE, Expanding, Kraft, min. of 100 pieces per box	13,108.25		
1	box	ENVELOPE, Mailing, min. of 100 pieces per box	308.00		
6	box	FASTENER, metal, 70mm between prongs, min. of 50 sets per box	802.98		
2	box	FOLDER, pressboard, min. of 100 pieces per box	6,123.34		
10	piece	MARKER, Permanent, Black	421.70		
15	piece	MARKER, Whiteboard, Black	995.55		
30	box	PAPER CLIP, vinyl/plastic coated, 33mm, min. of 100 pcs per box or 52g	737.10		
20	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm, min. of 100 pcs per box or 120g	667.40		

2	box	PENCIL, lead/graphite, with eraser, min. of 12 pieces per box	281.60
1	piece	PENCIL SHARPENER, table top, heavy duty	430.47
1	piece	PUNCHER, paper, heavy duty	219.63
10	pad	NOTEPAD, stick-on, 50mm x 76mm, min. of 100 sheets per pad	726.00
10	pad	NOTEPAD, stick-on, 76mm x 100mm, min. of 100 sheets per pad	995.50
100	ream	PAPER, MULTIPURPOSE A4, min. of 70gsm	24,897.00
85	ream	PAPER, MULTIPURPOSE LEGAL, min. of 70gsm	23,468.50
1	box	PAPER, parchment, A4, min. of 100 sheets per box	385.73
6	book	RECORD BOOK, 300 PAGES, min. of 214mm x 278mm	510.42
6	book	RECORD BOOK, 500 PAGES, min. of 214mm x 278mm	756.78
20	pack	TISSUE, INTERFOLDED PAPER TOWEL, min. of 150 pulls per pack	5,489.00
2	can	INSECTICIDE, aerosol type, min. of 600ml net content	1,141.06
30	piece	BALLPEN, Black, fine, ballpoint	528.00
2	pack	STICKER PAPER, A4, min. of 100 sheets per pack, glossy	1,074.34
20	roll	STICKER PAPER, A4, min. of 100 sheets per pack, glossy	887.40
25	pack	PHOTO PAPER, A4, min. of 100gsm	1,911.25
30	piece	CERTIFICATE FRAME, A4, PVC plastic and wooden frame with glass	5,428.50
50	piece	CERTIFICATE HOLDER, A4	3,611.50
6	bottle	DISHWASHING LIQUID, 500ml	669.90
2	pack	GLUE STICK (FOR GLUE GUN), big	379.50
5	pack	MANILA PAPER	1,010.15
235	piece	SPECIALTY PAPER, A4, CREAM, 180 GSM	12,020.25
1	box	STICKY NOTES, SIGN HERE, 1 IN X 1.7 IN, 50 FL/PD, 36/CV 680-9	274.45
1	piece	STORAGE RACK, 5 LAYERS, STEEL, MIN. OF 90 CM (W) X 40 CM (D) X 180 CM (H)	6,974.55
2	box	CRAYONS, 8 COLORS	88.00
85	piece	SPECIALTY PAPER, LONG, CREAM, 180 GSM	4,004.00
6	bottle	PRINTER INK, 003, BLACK, FOR EPSON PRINTER	2,318.82
		***** nothing follows*****	
			189,788.34
			GRAND TOTAL

PURPOSE : To be used by RACCO 6 Staff

PR No. 2025-03-236

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 deactivating in future's future biddings.

FERNANDO P. MARCO
 Program Officer
 Trunkline: (02) 8726-4564; 8721-9711; 8726-4568;
 (02) 8721-9782

(Signature over Printed Name)
 Supplier