

REQUEST FOR QUOTATION

RFQ No. 2025-102R **NP - SVP**  
Date: **May 22, 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 27th day of May 2025; 5:00PM. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
FERDINAND MARDELO  
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 1- LA UNION**
- 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

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](http://www.philgeps.gov.ph) to register."

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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
<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR RACCO I</b>							
1	30	bot	Alcohol, Ethyl, 500 mL	1,512.90			
2	40	pcs	Signpen, Fine Tip, Black	1,788.80			
3	40	pcs	Signpen, Fine Tip, Blue	1,788.80			
4	6	pack	Battery, Dry cell, size AA	122.94			
5	6	pack	Battery, Dry cell, size AAA	110.04			
6	2	can	Air Freshener	174.62			
7	5	pouch	Detergent Powder, all Purpose	270.40			
8	2	can	Disinfectant Spray	279.78			
9	4	bot	Hand Soap, liquid, 500 ml	171.80			
10	1	unit	Mop Bucket	2,288.00			
11	15	roll/pack	Trashbag, XXL size	1,950.00			
12	2	bot	Ink, for Stamp Pad	57.58			
13	5	bottle	Glue, all purpose	310.70			
14	30	box	Staple wire, Standard	712.80			
15	2	roll	Tape, Masking 48mm	242.32			
16	2	roll	Tape, Packaging, 48mm	44.72			
17	2	roll	Tape, transparent, 48mm	133.24			
18	1	roll	Twine, plastic	66.62			
19	30	box	Clip, backfold, 19mm	280.80			
20	30	box	Clip, backfold, 25mm	468.00			
21	40	box	Clip, backfold, 32mm	1,331.20			
22	40	box	Clip, backfold, 50mm	2,412.80			
23	30	pieces	Correction Tape	405.00			
24	5	piece	Cutter/Utility Knife, for general purpose	158.60			
25	2	set	Envelope, Expanding Kraft	1,879.90			
26	5	box	Fastener	473.20			
27	3	box	Folder, Pressboard	2,857.92			
28	3	pack	Folder with Tab, Legal	1,239.00			

29	20	box	Index Tab		1,352.00	
30	10	piece	Marker, Permanent, Black		82.70	
31	10	piece	Marker, Whiteboard, Black		96.50	
32	30	box	Paper Clip, vinyl/plastic coated, 33mm		264.60	
33	30	box	Paper Clip, vinyl/plastic coated, Jumbo, 50mm		583.80	
34	1	unit	Paper Trimmer/Cutting Machine		9,279.60	
35	3	box	Pencil, Lead/graphite, with eraser		134.13	
36	3	piece	Puncher, paper, heavy duty		461.76	
37	5	piece	Stamp Pad, felt		199.60	
38	40	pad	Noteпад, stick-on, 50mm x 76mm		1,482.40	
39	30	pad	Noteпад, stick-on, 76mm x 100mm		1,778.40	
40	30	pad	Noteпад, stick-on, 76mm x 76mm		1,560.00	
41	30	ream	Paper, Multicopy, A4		6,414.00	
42	20	ream	Paper, Multicopy, Legal		4,659.20	
43	2	box	Paper, parchment		308.42	
44	6	pack	Toilet Tissue paper, 2 ply		599.04	
45	3	bottle	Hand Sanitizer		255.24	
46	2	can	Insecticide		278.72	
47	50	pieces	Ballpen		500.00	
48	2	unit	Multifunction printer		30,000.00	
49	1	pack	Laminating Film		800.00	
50	10	pack	Sticker Paper		450.00	
51	5	roll	Double Sided Tape		1,000.00	
52	10	pack	Photo Paper		1,000.00	
53	20	pieces	Certificate holder		1,000.00	
54	5	bottle	Dishwashing Liquid		500.00	
55	10	box	Plastic Fastener		400.00	
56	4	piece	Extension Cord		2,000.00	
57	3	box	Push pin		75.00	
58	10	pieces	Glue stick (for Glue gun)		300.00	
59	4	pieces	Deodorant Cake		200.00	
60	2	unit	Glue Gun		340.00	
			***Nothing Follows***			
				P	91,887.59	GRAND TOTAL

PURPOSE : **Second Quarter RACCO 1 Office Supplies**

PR No. **2025-02-105**

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 of NACC's future biddings.

FERDINAND MARCELO  
 Procurement Officer  
 Trunkline: (02) 8726-4551/8721-9711; 8726-4568;  
 (02) 8721-9782

(Signature over Printed Name)  
 Supplier