

REQUEST FOR QUOTATION

RFQ No. 2025-335 **Shopping b**
Date: **June 11, 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, 2. PhilGEPS Registration Number. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. 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. 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 16th day of June 2025; 10:00AM. 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/Purchase Order
- Place of Delivery: NACC 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

Annex A

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."

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Date: June 11, 2025

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
1	30	bottle	Alcohol, Ethyl, 500 ml	2,310.00			
2	50	pieces	Signpen, Fine Tip, Black	2,236.00			
3	50	pieces	Signpen, Fine Tip, Blue	2,236.00			
4	40	pack	Battery, Dry cell, size AA	4,800.00			
5	30	pack	Battery, Dry cell, size AAA	3,000.00			
6	10	can	Air Freshener	2,500.00			
7	10	pouch	Detergent Powder, all purpose	540.80			
8	4	can	Disinfectant Spray	559.56			
9	3	bottle	Handsoap, Liquid, 500 ml	300.00			
10	20	roll/ pack	Trashbag, XXL size	4,000.00			
11	5	bottle	Glue, all purpose	310.70			
12	30	box	Staple wire, Standard	2,220.00			
13	5	roll	Tape, Masking 48mm	605.80			
14	5	roll	Tape, Packaging, 48mm	111.80			
15	5	roll	Tape, Transparent, 48mm	333.10			
16	20	box	Clip, backfold, 19mm	600.00			
17	30	box	Clip, backfold, 25mm	1,350.00			
18	20	box	Clip, backfold, 32mm	1,000.00			
19	20	box	Clip, backfold, 50mm	1,206.40			
20	30	pieces	Correction Tape	600.00			
21	5	piece	Cutter/ Utility Knife, for general purpose	158.80			
22	3	set	Envelope, Expanding Kraft	3,600.00			
23	10	box	Fastener	946.40			
24	3	box	Folder, Pressboard	3,300.00			
25	5	pack	Folder with Tab, Legal	3,000.00			
26	30	box	Index Tab	2,028.00			
27	10	piece	Marker, Permanent, Black	165.00			
28	11	piece	Marker, Whiteboard, Black	500.00			
29	20	box	Paper Clip, vinyl / plastic coated, 33mm	500.00			
30	10	box	Paper Clip, vinyl / plastic coated, Junbo, 50mm	223.55			
31	5	box	Pencil, Lead/ graphite, with eraser	461.76			
32	3	piece	Puncher, paper, heavy duty	2,600.00			
33	50	ream	Notepad, stick-on, 76mm x 76mm	11,040.00			
34	50	ream	Paper, Multicopy A4	12,648.00			
35	50	ream	Paper, Multicopy Legal	462.53			
36	3	box	Paper, parchment	2,500.00			
37	20	pack	Toilet Tissue paper, 2ply	1,440.00			
38	120	pieces	Ballpen	2,400.00			
39	3	pack	Laminating Film	4,000.00			
40	20	pack	Sticker Paper	1,000.00			
41	5	roll	Double Sided Tape	2,000.00			
42	20	pack	Photo Paper	2,500.00			
43	50	pieces	Certificate Holder	2,500.00			

44	5	bottle	Dishwashing Liquid	500.00		
45	10	box	Plastic Fastener	500.00		
46	3	box	Push pin	75.00		
47	2	unit	Glue Gun	400.00		
			****nothing follows****			
					P	89,919.10
						GRAND TOTAL

PURPOSE : **RACCO 1 OFFICE SUPPLIES**

PR No. **2025-06-34**

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NAAC-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 of bid/contracting of NAAC's future biddings.

FEDERANDO MARCELO

Procurement Officer

Trunkline: (02) 8726-4557; 8721-9711; 8726-4568;
(02) 8721-9782

Pages 2 of 2

(Signature over Printed Name)
Supplier