



REQUEST FOR QUOTATION

PROCUREMENT WORKING GLOVES AND REFLECTORIZED VEST FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

GSD-019-23 (Shopping)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A).

LOT NO.	QUANTITY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	1 LOT	PROCUREMENT WORKING GLOVES AND REFLECTORIZED VEST FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)	P 26,400.00

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **04 October 2023; 10:30 AM** at the address indicated below:

Mr. CHRISTIAN JUDE P. QUIAZON

Secretariat, General Services Division

2nd Floor, PS-DBM Complex

Procurement Service-PhilGEPS

Cristobal Street, Paco, Manila

gsdsecretariat@ps-philgeps.gov.ph

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations (RFQ) in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required **may either be submitted manually** at *2nd Floor Lobby Procurement Service Building General Services Division* or **electronically** to gsdsecretariat@ps-philgeps.gov.ph, on or before the deadline of submission as stated in this RFQ. Bidders must only select one mode of submission.

Unsealed or unmarked envelopes, or corrupted files in case of electronic submission, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

SGD.

ABIGAIL ANN O. ALICDAN-ESPERE

OIC Chief, GSD

The document below shall be submitted during submission of offers:

No	Requirements	Instruction
1	<i>Annex "A" Bid / Price Proposal Form</i>	<p><i>Must indicate the unit and total price.</i></p> <p><i>Must indicate the required information.</i></p> <p><i>Must be duly signed by the authorized representative.</i></p>
2	<i>Mayor's Permit for the year 2023</i>	<i>Must be valid for the year 2023</i>
3	<i>PhilGEPS Registration Number</i>	<i>Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)</i>

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents numbers 2 and 3.

Bid / Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. GSD-019-023 (Shopping)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT WORKING GLOVES AND REFLECTORIZED VEST FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)** in conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY/UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1 LOT	PROCUREMENT WORKING GLOVES AND REFLECTORIZED VEST FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)		
Total Price in Words: _____ _____				

TECHNICAL SPECIFICATIONS	
Item Description	Bidder's Statement of Compliance
1. Working Gloves - Rubberized Palm - Qty: 240 pairs 2. ReflectORIZED Vest - Garterized - Assorted Colors - Qty: 120 pieces	

Note: Please indicate statement of compliance of the Technical Requirements by clearly indicating **"COMPLY"**

SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS
within thirty (30) calendar days from the receipt of Notice to Proceed
Project Site: Procurement Service – Department of Budget and Management RR Road, Cristobal St., Paco, Manila Contact Person: Neil Christian C. Dag-uman Contact No. : 0966-988-5296 Email Address: ndag-uman@ps-philgeps.gov.ph

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contact No.