



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
GOVERNMENT ARSENAL
Camp General Antonio Luna
Lamao, Limay, Bataan

REQUEST FOR QUOTATION
RFQ Nr. GA-BAC-AM #17-345

The Government Arsenal (GA), through its Canvass Committee, will undertake an Alternative Method of Procurement - Shopping for the Supply and Delivery of Office Supplies in accordance with Section 52 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : *Supply and Delivery of Office Supplies*

Approved Budget for the Contract : Ninety One Thousand One Hundred Sixty Four Pesos (PhP91,164.00)

Specifications : See the attached Annex "A" for specifications

Delivery Place : Camp Gen. Antonio Luna, Lamao, Limay, Bataan

Delivery Schedule : Within thirty (30) calendar days from receipt of Purchase Order

Price Validity : Not less than 60 days from submission of proposal

Mode of Payment : Through Modified Disbursement Scheme (MDS) Checks or Direct Payment Scheme via bank debit system through issuance of Advice to Debit Account (ADA) of Supplier (DBM Circular 2013-16 dated December 23, 2013) after delivery and acceptance at the Government Arsenal

Interested suppliers are required to submit the following:

- a) Signed Price Quotation and General Conditions (Annex "A" and "B")
- b) Valid and Current Mayor's Business Permit
- c) Proof of PhilGEPS Registration or PhilGEPS Registration Number
- d) Income / Business Tax Return

Award of contract shall be made to the lowest quotation per item, which complies with the minimum description as stated in Annex "A" and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his / her duly authorized representative/s.

The submission of properly marked & sealed quotation together with the required eligibility documents, addressed to the GA Canvas Committee is on or before **2:15 p.m. of 30 October 2017** at Government Arsenal Conference Room, Camp General Antonio Luna, Lamao, Limay, Bataan.

For inquiry, you may contact us at Tel. nr. 047-244-5624 or 047-244-5626 local 6342.

Very truly yours,

MS. MARIAMISMA P. ABLIR

Chairperson, Bids and Awards Committee

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REPUBLIC OF THE PHILIPPINES
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Camp General Antonio Luna
Lamao, Limay, Bataan

Annex "A"

PRICE QUOTATION FORM
RFQ Nr. GA-BAC-AM #17-345

Date: _____

To: GA Bid and Awards Committee
Thru: Canvass Committee
Government Arsenal
Camp Gen. Antonio Luna,
Lamao, Limay, Bataan

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT ABC	BID/UNIT
	Office Supplies				
1	Binder, Book, Plastic 12mm	pc	50	12.00	
2	Binder, Book, Plastic 16mm	pc	50	18.00	
3	Binder, Book, Plastic 25mm	pc	50	30.00	
4	Illustration board, 30 x 40	pc	40	49.00	
5	Index card, 5" x 8", 500's/pack	pack	6	200.00	
6	Staple Stapler Tacker; Trigger closure loop for safety; Load Capacity: 100pcs staples; Size: (L x W x H) 6.0 x 0.8 x 3.9 inch / 15.3 x 2 x 9.8cm; Material: Metal	pc	2	1,200.00	
7	Artist Brush heavy duty bristles, flat	set	2	280.00	
8	Artist Brush heavy duty bristles, round	set	2	280.00	
9	Drafting film, Ozalid Polydraft, 0.003/75 microns, double matte, 42" x 20 yds	roll	8	6,200.00	
10	Draftsman eraser, big	pc	16	89.00	
11	Paper Cutter, 10" x 12"	pc	3	800.00	
12	Styrofoam Cutter, battery operated	pc	2	300.00	
13	Glue Stick, small	doz	6	80.00	
14	Erasing Shield	pc	6	30.00	

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ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT ABC	BID/UNIT
15	Tracing Paper, 70/75 g/m, pre-cut, 8-1/2" x 13", 10 sheets/pack	pack	100	240.00	
16	Meter Tape, fiberglass, 3/4" width, 10 m L	pc	2	800.00	
17	Stop Watch	pc	2	600.00	

The above quoted prices are inclusive of all costs and applicable taxes.

NOTE: For item/s with no quotation/s, please write "No bid" or "No quote". If no price is indicated, the quotation shall be considered as non-responsive. Specifying a zero (0) or a dash (-) for the item would mean that it is being offered for free to the Government Arsenal. –Section 32.2.1a RA 9184.

Very truly yours,

Signature over Printed Name

Business Name/Address

Tel / Fax No / Email

TIN

Quotation No. GA-BAC-AM #17-345

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Camp General Antonio Luna
Lima, Bataan

GENERAL CONDITIONS

1. The acceptance of the Purchase Order (PO) is an affirmation that the supplier has the capability and responsibility to deliver the items as per quantity, specifications, price and delivery period.
2. In case of failure to deliver, request for cancellation of order without justifiable cause, the Government Arsenal thru its Procurement Officer shall have the right to confiscate the Performance Bond as may be deemed necessary.
3. Delivery of the items should be accompanied with the following documents:
 - a. Original Copy of Invoice and Delivery Receipt
 - b. Original Purchase Order (PO) duly signed by the supplier
4. When delivery of items cannot be made within the stipulated time, extension of delivery period maybe granted upon written request and approval before the default is incurred, subject to the following conditions:
 - a. When the delay has been caused by an act of the Government, force majeure or to conditions clearly beyond the supplier's control
 - b. Supplier's failure to meet the delivery due date will authorize the Government Arsenal thru its Procurement Officer to impose any or all of the following:
 - A penalty of a deduction from Invoice value as liquidated damages in the amount of 1/10 of 1% for each day of delay of the total value of the Order or of the total undelivered portion thereof;
 - The Arsenal will purchase in the open market the undelivered items and charge the defaulting supplier/s the excess in price, if any;
 - Refusal by the defaulting supplier/s to shoulder the price difference shall be ground for disqualification in the future bids.
5. If the delivery of the materials is rejected and not in accordance with specifications, it will be considered as if no delivery has been made, the supplier is given ten (10) calendar days after receipt of written information to replace the delivery. All materials that were rejected shall be withdrawn from the place of delivery at the expense of the supplier within five (5) days from receipt of notification. Failure to withdraw beyond the specified period shall relieve the Arsenal from any liability that may arise there from.
6. Except when otherwise stated all other rules, regulations and standard specifications approved by the committee on standardization of supplies to include tolerances apply to and shall govern the specifications required by this Order.
7. In the event any or all items in the P.O. cannot be delivered for reasons beyond your control, inform officially in writing the Procurement Officer, Arsenal, DND, Lima, Bataan, immediately after receipt of this notice.

Signature over Printed Name

Business Name/Address