



REQUEST FOR QUOTATION

Date: February 26, 2025
RFQ No.: RFQ-2025-021

Company/Business Name: _____

Address: _____

TIN: _____

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Common-use Supplies and Equipment** thru **Section 52.1(b)(Shopping)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **05 March 2025 at 09:00 A.M.**

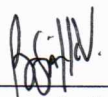

MA. LUISA M. NOTARIO
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
1	lot	Procurement of Common-Use Supplies and Equipment		
10	can	Disinfectant Spray, Aerosol Type, 400g	₱455.00	₱4,550.00
15	pack	Trashbag, 37" x 40", XL, 10 pieces per roll or pack, Black	₱107.92	₱1,618.80
2	box	Long Folder, Pressboard, 100 Pieces per box, Green	₱2,597.50	₱5,195.00
10	can	Insecticide, 600ml	₱525.83	₱5,258.30
50	ream	Paper, Multicopy A4, 80gsm, 500pcs/ream	₱301.25	₱15,062.50
180	pack	Tissue, Interfolded Paper Towel, 1-ply, 175 pulls	₱60.00	₱10,800.00
50	piece	Sign Pen, medium tip, 1.0mm ball, Liquid Rollerball Pen, Black	₱96.67	₱4,833.50
50	piece	Sign Pen, medium tip, 1.0mm ball, Liquid Rollerball Pen, Blue	₱96.67	₱4,833.50
60	piece	Sign Pen, extra-fine tip, 0.5mm ball, Black	₱80.00	₱4,800.00
60	piece	Sign Pen, extra-fine tip, 0.5mm ball, Blue	₱80.00	₱4,800.00
5	box	Whiteboard Marker, Black, 12 pieces per box	₱265.00	₱1,325.00
5	box	Whiteboard Marker, Blue, 12 pieces per box	₱265.00	₱1,325.00
15	piece	Extension Cord Set, with individual switch, 4-gang, White	₱1,100.00	₱16,500.00
2	piece	Extension Wheel, 3-gan, 15-meter cord length	₱2,175.00	₱4,350.00
5	pack	Colored Sticker Paper, High-Gloss Finish, A4 size, 10 pieces/pack, Yellow	₱99.06	₱495.30

5	pack	Colored Sticker Paper, High-Gloss Finish, A4 size, 10 pieces/pack, Green	₱99.06	₱495.30
20	pack	Sticker Paper, High-Gloss Finish, A4 Size, 10 pieces/pack	₱62.00	₱1,240.00
		Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance		
		Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:		
		1. Latest copy of Mayor's / Business Permit (in case of a recently expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)		
		2. PhilGEPS Registration Number		
		3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)		
		Nothing Follows		
Total				₱ 87,482.20

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:



 Ray-an V. Sorilla
 Administrative Officer V



DEPARTMENT OF FINANCE
PHILIPPINE TAX ACADEMY
Roxas Boulevard corner Pablo Ocampo Sr. Street
Manila 1004



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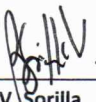
MA. LUISA M. NOTARIO
Director IV

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50	ream	Paper, Multicopy A4, 80gsm, 500pcs/ream		
180	pack	Tissue, Interfolded Paper Towel, 1-ply, 175 pulls		
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2	piece	Extension Wheel, 3-gan, 15-meter cord length		
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5	pack	Colored Sticker Paper, High-Gloss Finish, A4 size, 10 pieces/pack, Green		
20	pack	Sticker Paper, High-Gloss Finish, A4 Size, 10 pieces/pack		
		<p>Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance</p> <p>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</p> <p>1. Latest copy of Mayor's / Business Permit (in case of a recently expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)</p> <p>2. PhilGEPS Registration Number</p> <p>3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)</p> <p>***Nothing Follows***</p>		
		Total		

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:



 Ray-ann V. Sorilla
 Administrative Officer V

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Annex A

Technical Specifications	
Project Title:	Procurement of Common-Use Supplies and Equipment
Approved Budget for the Contract (ABC):	Php 87,482.20
<p><i>Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification". Statement of "comply" or any equivalent term must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence (if applicable)</i></p>	
Specification	Bidder's Statement of Compliance
<p>Procurement of Common-Use Supplies and Equipment</p> <p>Disinfectant Spray, Aerosol Type, 400g</p> <p>Trashbag, 37" x 40", XL, 10 pieces per roll or pack, Black</p> <p>Long Folder, Pressboard, 100 Pieces per box, Green</p> <p>Insecticide, 600ml</p> <p>Paper, Multicopy A4, 80gsm, 500pcs/ream</p> <p>Tissue, Interfolded Paper Towel, 1-ply, 175 pulls</p> <p>Sign Pen, medium tip, 1.0mm ball, Liquid Rollerball Pen, Black</p> <p>Sign Pen, medium tip, 1.0mm ball, Liquid Rollerball Pen, Blue</p> <p>Sign Pen, extra-fine tip, 0.5mm ball, Black</p>	<p><i>(specify brand name)</i> <i>(please fill-out)</i></p>

<p>Sign Pen, extra-fine tip, 0.5mm ball, Blue</p> <p>Whiteboard Marker, Black, 12 pieces per box</p> <p>Whiteboard Marker, Blue, 12 pieces per box</p> <p>Extension Cord Set, with individual switch, 4-gang, White</p> <p>Extension Wheel, 3-gan, 15-meter cord length</p> <p>Colored Sticker Paper, High-Gloss Finish, A4 size, 10 pieces/pack, Yellow</p> <p>Colored Sticker Paper, High-Gloss Finish, A4 size, 10 pieces/pack, Green</p> <p>Sticker Paper, High-Gloss Finish, A4 Size, 10 pieces/pack</p>				
<p>Delivery Schedule: Within 15 Calendar Days upon receipt of P.O.</p>	<p><i>(please fill-out)</i></p>			
<p><i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i></p>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;"> <p>_____</p> <p>Name of Company</p> </td> <td style="width: 33%; text-align: center;"> <p>_____</p> <p>Signature of Authorized Representative</p> </td> <td style="width: 33%; text-align: center;"> <p>_____</p> <p>Date</p> </td> </tr> </table>		<p>_____</p> <p>Name of Company</p>	<p>_____</p> <p>Signature of Authorized Representative</p>	<p>_____</p> <p>Date</p>
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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective suppliers/service provider submits a filled-out RFQ with a supporting document (ie., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@doftaxacademy.gov.ph

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for period of sixty (60) days from the deadline of submission.

4. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

7. The item/s shall be delivered according to the accepted offer of the bidder.

8. Item/s delivered shall be inspected on the scheduled date and time of the Philippine Tax Academy. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.

10. The PTA reserves the right to reject any or all quotations, waive any formality therein or to accept such quotations as may be considered most advantageous to the government.