



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9520394
Procuring Entity PHILIPPINE POSTAL CORPORATION
Title 1Lot Procurement of Various Office Supplies and Janitorial Supplies for Phlpost Mega Manila Area
Area of Delivery Metro Manila

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: 23-02-005 | Status | Active |
| Trade Agreement: Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: Goods | Document Request List | 1 |
| Category: Office Supplies and Devices | Date Published | 28/02/2023 |
| Approved Budget for the Contract: PHP 495,610.17 | Last Updated / Time | 28/02/2023 00:00 AM |
| Delivery Period: 15 Day/s | Closing Date / Time | 03/03/2023 11:00 AM |
| Client Agency: | | |
| Contact Person: JOSEPH E. SANTIAGO BAC, Secretariat - Mega Manila Liwasang Bonifacio Manila Metro Manila Philippines 1000 63-02-85275294 bacmegamanila@gmail.com | | |

Description

The Philippine Postal Corporation invites qualified suppliers to participate in the request for quotation for the:

QTY. UNIT DESCRIPTION / ARTICLE UNIT PRICE

1Lot Procurement of Various Office Supplies and Janitorial Supplies for Phlpost Mega Manila Area:

10PCS. METAL DESK TRAY, 3 LAYERS
1,500PCS. BALLPEN, BLACK (12PCS PER BOX)
30 SETS. MARKER FLOURESCENT (3PCS ASSORTED COLOR PER PACKS)
120 PCS. WHITE BOARD MARKER, BLACK (12PCS PER BOX)
2,500 PCS. LOOSELEAF COVER
5 PCS. TAPE DISPENSER 1"
30 PCS. SCISSOR SYMMETRICAL
30 PCS. RING BINDER 2 1/2 Inch.
10 BOXES. ACETATE TRANSPARENT COVER, A4 Size
100 PCS. MANUAL DATER, MEDIUM
100 BOXES. CLIP BACK FOLD, 25MM
100 BOXES. PAPER CLIP VINYL PLASTIC 50mm
100 BOXES. CLIP BACK FOLD, 32MM
200 PCS. STAMP PAD FELT BED 60mm x 100MM
100 PCS. STAMP INK, BLUE (SELF INKING STAMP)
100 PCS. FOLDER TAGBOARD A4, BROWN
100 PACKS. FOLDER TAGBOARD LEGAL, BROWN
400 BOXES. RUBBER BAND NO. 18
100 PACKS. STICKY NOTE 1/2 x 2inches
300 PCS. PACKAGING TAPE TRANSPARENT 2"

150 PCS. PACKAGING TAPE TRANSPARENT 1"
20 PCS. PUNCHER WITH TWO HOLES

(JANITORIAL SUPPLIES)

20 CANS. INSECTICIDE
20 CANS. AIRFRESHNER
20 PCS. WASTE BASKET

(COA - MEGA MANILA)

100 PCS. ARCHFILE FOLDER - 3" HORIZONTAL
(SAMPLE ATTACHED)

(RECORDS - SECTION)

2,000 PCS. ENVELOPE, LEGAL SIZE BLUE
(SAMPLE ATTACHED)

ALL BIDDERS SHALL SUBMIT THE REQUIRED ELIGIBILITY REQUIREMENTS:

1. Philgeps Registration No.
2. Mayor's Permit 2023
3. Notarized Omnibus Sworn Statement
4. Secretary Certificate or Special Power of Attorney (If Corporation or Partnership)

NOTE:

*Submission of Eligibility Requirements & Bid Proposal/quotation must sealed in envelope SEPARATELY. The said (2) Two Sealed Envelope must sealed in one MAIN ENVELOPE (3sets of Copy) with TITLE of the Procurement / Project, Also indicate your Company Name.

(3SETS OF COPY) :

1. Original Copy with Certified True Copy
2. Copy 1 (Original copy w/ Certified True Copy)
3. Copy 2 (Original copy w/ Certified True Copy)

*ALL submitted Copy of Eligibility Requirements & Bid Proposal/Quotation must be CLEARLY & CERTIFIED TRUE COPY

Accredited suppliers may PERSONALLY OBTAIN the Terms of Reference, Specifications, Forms & Other needed document for their proposal/quotation form on the day following the date of this invitation at the 4th FLOOR ADMIN - MEGA MANILA, MANILA CENTRAL POST OFFICE Main Building, Liwasang Bonifacio, Manila.

*Deadline of Submission of Bid Proposal/quotation & Eligibility Requirements is on March 03, 2023 at 11:00am located at 4th Floor AdFin - Mega Manila, Manila Central Post Office 1000, Liwasang Bonifacio Manila Lawton

*Late submission of all Eligibility Requirements & Bid Proposal can no longer be accepted.

Opening of Sealed Bid/Quotations & Eligibility Requirements is on March 03, 2023 at 2:00pm Venue: 4th Floor AdFin Mega Manila Area, Manila Central Post Office, 1000 Liwasang Bonifacio Lawton Manila

The Total Approved Budget for the Contract is Php. 495,610.17 sourced from the Corporate Fund.

FOR FURTHER INFORMATION, PLEASE GET IN TOUCH WITH THE BAC SECRETARIAT, MEGA MANILA AREA AT TELEPHONE NUMBER 8527-5294

The Philippine Postal Corporation reserves the right to accept or reject any all bids, declare a failure of bidding, or not award the contract award in accordance with section 41 of RA 9184 and its IRR, without thereby incurring any bidder liability to the affected bidder or bidders.

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|---------------------------------------|--|----------|-----|--------------|
| 1 | Office Supplies & Janitorial Supplies | Procurement of Various Office Supplies and Janitorial Supplies for Philpost Mega Manila Area | 1 | Lot | 495,610.17 |

Created by JOSEPH E. SANTIAGO

Date Created 27/02/2023

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