



**CLIMATE CHANGE COMMISSION
BIDS AND AWARDS COMMITTEE**

8353-8494 || bac@climate.gov.ph

07 November 2024

**REQUEST FOR QUOTATION
RFQ NO. 2024-029**

The **Climate Change Commission – Climate Change Office** through the Administrative and Finance Division intends to procure **“SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND MATERIALS FOR 4th QUARTER”** with an Approved Budget Contract amounting to **Three Hundred Forty-One Thousand Two Hundred Seventy-Five Pesos (PhP341,275.00)** for Fiscal Year 2024 in accordance with **Section 52** (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly quote your **best offer** for the office supplies and materials described herein provided at the last page of this Request for Quotation (RFQ) and submit the same in a closed envelope duly signed by your authorized representative **not later than 13 November 2024, 10:00AM** to the BAC Secretariat, 6th Floor, First Residences Bldg., 1557 J.P. Laurel St., corner Matienza St., Malacanang Compound, San Miguel, Manila 1005.

The copies of your **2024 Business/Mayor’s Permit, PhilGEPS Registration Number/Certificate, Latest Income/Business Tax Return, Notarized Omnibus Sworn Statement (GPPB-prescribed forms), and Secretary’s Certificate (if corporation)** are also required to be submitted along with your signed quotation/proposal. Late and incomplete submission will not be accepted.

For any clarification, you may contact the BAC Secretariat at **(632) 8353-8494** or email address at bac@climate.gov.ph.

.SGD.

BHABY EDLYN V. ZAMORA
Chairperson
Bids and Awards Committee

S U R V I V E # 1 0 5 C T H R I V E

6th Floor, First Residences, 1557 J.P. Laurel Street, Malacañang, San Miguel, Manila, Philippines 1005
info@climate.gov.ph | www.climate.gov.ph



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QUOTATION FORM

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Three Hundred Forty-One Thousand Two Hundred Seventy-Five Pesos (PhP341,275.00)**.
2. Price Quotation should be inclusive of all applicable government taxes.
3. Price Quotation shall be valid within One Hundred Twenty (120) calendar days from the deadline of submission of RFQ.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost (PHP)
1	1	LOT	<p>Supply and Delivery of Various Office Supplies and Materials for 4th Quarter</p> <ul style="list-style-type: none"> - Binder, A4, blue, 3 inches thick Quantity: 30 pieces, PhP 280.00 per piece - Binder, A4, black, 3 inches thick Quantity: 30 pieces, PhP 280.00 per piece - Binder, legal, black, 1.5 inches thick Quantity: 20 pieces, PhP 240.00 per piece - Binder, legal, blue, 1.5 inches thick Quantity: 20 pieces, PhP 240.00 per piece - Cartolina, white Quantity: 20 pieces, PhP 8.00 per piece - Cutter, knife. Size: 18mm Quantity: 10 pieces, PhP 125.00 per piece - Magazine file box, horizontal, Legal Dimension: 12x24x40cm, navy blue Quantity: 30 piece, PhP 150.00 per piece - Dating and Stamping machine, mm/dd/yyyy, self-inking size: S-4810 Quantity: 15 piece, PhP 400.00 per piece - Self-inking stamp, "RELEASED" (see attached layout), black ink, size: S-822 Quantity: 1 piece, PhP 700.00 per piece - Self-inking stamp, "Witness inspection as to quantity" for COA, red ink, Size: S-4928 (see attached layout) Quantity: 1 piece, PhP 700.00 per piece - Self-inking stamp, "ACCOUNTABILITY EXTINGUISHED", red ink, Size: 4928 (see attached layout) Quantity: 2 pieces, PhP 700.00 per piece - Self-inking stamp, "File Copy" for COA, red ink, Size: S-4912 Quantity: 1 piece, PhP 800.00 per piece 	341,275.00	



		<ul style="list-style-type: none"> - Self-inking stamp, "Certified True Copy" for COA, red ink, Size: S-4912 Quantity: 1 piece, PhP 800.00 per piece - Self-inking stamp, "BHABY EDLYN V. ZAMORA" (see attached layout) Size: S-4912, black ink Quantity: 1 piece, PhP 800.00 per piece - Refillable spray bottle, 500ml, clear Quantity: 20 pieces, PhP 55.00 per piece - Envelope, expanding, kraftboard, 100/box (brown) Quantity: 2 boxes, PhP 1,525.00 per box - Envelope, expanding file, legal, plastic with string, blue Quantity: 30 pieces, PhP 40.00 per piece - Universal adapter socket, durable and highly conductive Quantity: 20 unit, PhP 90.00 per unit - Glue, instant, 10grams, clear, for bonding porous and non-porous materials Quantity: 20 pieces, PhP 190.00 per piece - Glue gun, 110V-220V Quantity: 3 pieces, PhP 250.00 per piece - Glue stick for glue gun, 6pcs/pack. 0.28oz each Quantity: 10 packs, PhP 90.00 per pack - Interfolded paper towel, 175 pulls/ pack Quantity: 300 packs, PhP 100.00 per pack - Manila paper, 5pcs/pack Quantity: 10 packs, PhP 55.00 per pack - Megabox, 95 liters, white Quantity: 15 pieces, PhP 1,200.00 per piece - Mouse, Optical, USB connection type, ambidextrous, at least 1000 DPI, with mouse wheel Quantity: 30 pieces, PhP 348.00 per piece - Paper, multicopy, 100gsm, A4 Quantity: 40 reams, PhP 485.00 per ream - Paper, multicopy, 100gsm, Legal Quantity: 20 reams, PhP 550.00 per ream - Paper, multicopy, 100gsm, Letter Quantity: 20 reams, PhP 490.00 per ream - Pad paper, white, (Intermediate) Quantity: 50 pads, PhP 28.00 per pad - Rubber band, round, 350gms Quantity: 10 boxes, PhP 175.00 per box - Stamp pad ink, black, 50ml, water based for stamp pad felt Quantity: 10 bottles, PhP 150.00 per bottle - Stamp pad ink, red, 50ml, water based for stamp pad felt Quantity: 4 bottles, PhP 150.00 per bottle - Sticker paper, glossy, A4, 10sheets/pack Quantity: 20 pack, PhP 60.00 per pack 		
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In case you did not receive any communication from Climate Change Commission – Bids and Awards Committee (CCC-BAC) for one (1) month from the deadline indicated above, it is understood that the award was not made in your favor.

The CCC-BAC reserves the right to accept or reject any or all quotation/bid, annul the bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact Ms. Sarah Jane Lee and Ms. Ma. Catherine C. Dimagiba of the CCC-BAC Secretariat at 8353-8494 or.

I have read and understood the Terms and Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms and Conditions and the attached Terms of Reference for this procurement project, and the rules of procurement enshrined in the Republic Act No. 9184, as amended.

Signature Over Printed Name : _____
 Name of Company : _____
 Position in Firm : _____
 Business Address : _____
 Contact Information : _____