



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
CORDILLERA ADMINISTRATIVE REGION
Km 6, Barangay Betag, La Trinidad, Benguet

REQUEST FOR QUOTATION
No. 2023-05-29

May 10, 2023

The Commission on Audit - Cordillera Administrative Region, through its Bids and Awards Committee, intends to procure **Office, IT, Janitorial and Other Supplies** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of RA No. 9184.

Please quote your best offer for the items described below, subject to the terms and conditions provided. Submit your quotation duly signed by your authorized representative not later than **May 16, 2023 4:00 PM**, in the return envelope duly signed and sealed. For online submission, you may email your quotation to **twgcoacar@gmail.com** not later than said date and time.


ATTY. NOVER M. BATE
BAC Chairperson

Terms and Conditions:

1. Bidders may quote for any or all the items.
2. Price quotations must be valid for a period of **30** calendar days.
3. Price quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
4. **Brand name of the item being offered must be specified, unless otherwise indicated.**
5. **Quotations for items with no brand name as required in No. 4 above shall be rejected.**
6. Bidder with the Single or Lowest Calculated and Responsive Quotation shall submit the following documents before issuance of the Purchase Order:
 - Mayor's/Business Permit, or Certificate of Platinum Membership
 - PhilGEPS Registration Number, or Certificate of Platinum Membership
 - Income/Business Tax Return (For ABCs above ₱500,000.00)
 - Omnibus Sworn Statement (For ABCs above ₱50,000.00)
7. Place of delivery shall be at COA-CAR Regional Office, KM6, Betag, La Trinidad, Benguet.
8. Date of delivery shall be within 7 days from receipt of the Purchase Order.
9. Delivery term shall be FOB Destination.
10. Payment shall be made after delivery and inspection of the items, and upon submission of the required documents.
11. In case of breach of contract, liquidated damages shall be imposed in accordance with Section 68 of the 2016 Revised IRR of RA No. 9184.

After having carefully read and accepted the Terms and Conditions, we submit our quotation/s for the item/s as follows:

No. 2023-05-29

Item No.	Item Description and Specifications (Minimum)	Unit	Qty	Unit Cost	ABC Per Unit	Price Quotation Per Unit
Office Supplies						
1	Alcohol, ethyl, 70% or higher, scented, approx. 3.785L	gal	20	420.00	8,400.00	
2	Bond Paper, Multicopy, 80gsm, size: 215.9 mm x 279.4 mm (Short)	ream	50	220.00	11,000.00	
3	Bond Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	ream	50	230.00	11,500.00	
4	Folder, Expanding/Pressboard, Long, Cream/White	pc	300	30.00	9,000.00	
5	Sticker Paper, Matte, A4, at least 90gsm, 100s/pack	pack	1	260.00	260.00	
6	Tape, Transparent, width: 24mm (±1mm)/, 200m	roll	20	45.00	900.00	
IT Supplies						
7	External Harddrive, 1TB	pc	3	3,000.00	9,000.00	
8	HP LaserJet M402d, 26A (CF226A), Black	pc	1	6,000.00	6,000.00	
9	Ink Cartridge, HP LOS72AA (HP955) Black Original	pc	2	2,000.00	4,000.00	
10	Ink, HP LOS66AA (HP955) Magenta Original	pc	1	1,800.00	1,800.00	
11	Ink, HP Officejet 250, 62, Black, Original	pc	1	1,500.00	1,500.00	
12	Ink, HP Officejet 250, 62, Tri-color, Original	pc	1	1,500.00	1,500.00	
Janitorial & Other Supplies						
13	Air Freshener, Deodorant Cake, Assorted Scents, 100g	pc	50	120.00	6,000.00	
14	Car Shampoo, 1 Gallon	bottle	4	300.00	1,200.00	
15	Detergent Powder, 500g/pack	pack	30	70.00	2,100.00	
16	Disinfectant Spray, Aerosol type, at least 400g	can	20	420.00	8,400.00	
17	Fabric Conditioner, Refill pack, 1000ml /pack	pack	10	265.00	2,650.00	
18	Muriatic Acid, 500ml	bottle	10	85.00	850.00	
19	Rug, Cotton, per bundle/kilo	kilo	5	160.00	800.00	
20	Storage Box, Plastic, Clear, 170L, BPA-Free, Stackable	pc	5	1,500.00	7,500.00	
21	Twine, plastic, 800g or more per roll	roll	5	120.00	600.00	
22	Windshield Washer, 1 Gallon	bottle	4	300.00	1,200.00	
TOTAL					96,160.00	
Remarks: Delivery should be within 15 days from receipt of Purchase Order						
PPMP 2023						

(Printed Name and Signature)

(Position or Designation)

(Name of Company)

(Telephone or Mobile No.)

(E-mail Address)

(Date)