



REPUBLIC OF THE PHILIPPINES  
PROVINCIAL GOVERNMENT of BATANGAS  
Capitol Site, Kumintang Ibaba, Batangas City 4200



**BIDS and AWARDS COMMITTEE**

**REQUEST FOR QUOTATION (RFQ)**  
**Small Value Procurement (SVP)**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_

The **Provincial Government of Batangas**, through its **Bids and Awards Committee (BAC)**, invites suppliers to submit price quotations for the procurement of the item/s described below, taking into consideration the stated **Procurement Terms and Conditions**.

**PROJECT NAME: Purchase and Delivery of Other Supplies and Materials (e.g., 50 pieces Drinking glass (Clear); 7 dozens Spoon (Stainless thick); 7 dozens Fork (Stainless thick); etc... for use of the Office of the Provincial Accountant.**

**APPROVED BUDGET FOR THE  
CONTRACT (ABC): Php 285,248.00**

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Drinking glass Clear	50	piece		
2	Spoon stainless thick	7	dozen		
3	Fork stainless thick	7	dozen		
4	Serving spoon	20	piece		
5	Frying fan (non stick)	3	piece		
6	Kitchen knife Stainless Steel Chopping Knife	2	piece		
7	Alcohol, 70% isoprophyl 500ml	300	bottle		
8	All Purpose Cleaner 510ml	2	piece		
9	Bath Room Soap 90g	70	pack		
10	Bleaching Solution 1 gal	8	gal		
11	Broom Tambo	10	piece		
12	Toilet Brush with handle	10	piece		
13	Car airfreshner 70g	11	piece		
14	Cleaning Cloth Microfiber/Kitchen Towel	15	piece		
15	Declogging solution 500ml	6	bottle		
16	Detergent Bar 380 gms	15	pack		
17	Detergent Powder 1 kg.	6	pouch		
18	Dipper	8	piece		
19	Dishwashing liquid 1 gal	100	gal		
20	Doormat Cotton Large	20	piece		
21	Dust Pan Heavy Duty Metal	3	piece		
	<b>page 1 of 2</b>		<b>SUB TOTAL:</b>		

Amount in Words: \_\_\_\_\_



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**APPROVED BUDGET FOR THE  
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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	<i>balance forwarded</i>				
22	Drum Water Container with cover 100L	2	piece		
23	Feather Duster	6	piece		
24	Glass Cleaner - 500ml.	8	piece		
25	Hand wash liquid 250 ml	25	piece		
26	Interfolded Paper Towels (Tissue) 30's/box	50	box		
27	Insecticide 500ml water based	9	can		
28	Liquid Hand Wash, 225ml	10	piece		
29	Mophead, Tornado (refill for all sizes)	4	piece		
30	Pail Plastic 16L with cover	10	piece		
31	Pail Plastic 24L with cover	10	piece		
32	Rag Cotton Round	25	kilo		
33	Room Airfreshner (Assorted Flavor)	10	piece		
34	Scouring pad, with foam	25	piece		
35	Scouring pad, 130mmx120mm(3's)	25	piece		
36	Toilet bowl cleaner 500ml	25	piece		
37	Toilet Deodorant Cake with holder 100g	20	piece		
38	Trash Bin 50 liter with cover	4	piece		
39	Twine Plastic (red, yellow, green)	10	roll		
40	Plastic Utility box	80	piece		
	- 58L				
41	Walis Tingting with handle	2	piece		
	<b>page 2 of 2</b>			<b>TOTAL AMOUNT:</b>	

**Total Amount in Words:** \_\_\_\_\_

## PROCUREMENT TERMS AND CONDITIONS

1. Suppliers shall provide complete, correct, and accurate information required in this **Request for Quotation (RFQ)**, the form for which may be acquired at the 2nd Floor BAC Office, Provincial Capitol Compound, Kumintang Ibaba, Batangas City or the downloaded from the herein Associated Components. To ensure that the official, legal and original RFQ form is submitted, **ONLY** RFQ forms stamped with the BAC seal will be accepted by the BAC Office for this purpose.

2. Submit two (2) copies ( 1 original and 1 photocopy) of RFQ form together with the documentary requirements mentioned below:

- PhilGEPS Registration Number/Certificate;
- Registration Certificate from SEC, DTI for sole proprietorship/CDA for Cooperative
- Valid 2026 Mayor's/Business Permit;
- Certificate of Registration BIR
- Professional License/CV (for Consulting Services)
- Notarized Omnibus Sworn Statement (OSS).
- Notarized Authority of the signatory if executed by its duly authorized representative
- Licensed to Operate (LTO) and Certificate of Product Registration issued by the Food and Drug Administration (For Drugs and Medicines Only)

Every envelope must be sealed, labeled (Original and Copy 1 ), and bear a signature across the seal flap in order to protect the integrity and transparency of the submitted envelopes. If the submission will be made by a representative, a notarized authorization letter with a valid company ID must be presented. The sealed envelopes must be submitted personally at 2nd Floor BAC Office, Provincial Capitol Compound, Kumintang Ibaba, Batangas City not later than **March 02, 2026, 9:00 A.M.**

3. Price quotations shall be:

- Valid for thirty (30) calendar days from submission;
- Denominated in Philippine Peso; and
- Inclusive of all applicable taxes, duties, and levies.

4. The contract shall be awarded to the supplier with the **Lowest Calculated Responsive Quotation (LCRQ)**, compliant with all technical requirements and conditions herein.

5. Quotations that exceed the Approved Budget for the Contract (ABC) shall be automatically rejected.

6. In the event that two (2) or more suppliers are determined to have submitted the Lowest Calculated and Responsive Quotation (LCRQ), the PGOB/BAC] shall resolve the tie through the method of "drawing of lots," pursuant to procurement rules.

7. Delivery period shall be within **fifteen (15) calendar days** upon receipt of the Purchase Order.

8. Delivery of items shall be made in accordance with the supplier's accepted offer.

9. All delivered items shall be subject to inspection by the PGOB/BAC] on the scheduled date and time. Acceptance and acknowledgment of delivery shall only be made upon full compliance with the required technical specifications.

10. Suppliers must be able to identify and present service centers or satellite offices within Batangas Province through which issues with the delivered items may be addressed and resolved during the duration of the warranty period.

11. The Procuring Entity reserves the right to cancel or terminate the contract at any time in accordance with Republic Act No. 12009 (amending RA 9184) and its Implementing Rules and Regulations (IRR).

***I have read and fully understood the Procurement Terms and Conditions stated in this Request for Quotation (RFQ). By signing below, I hereby agree to comply with and be bound by said Terms and Conditions.***

<b>Company Name:</b>	<b>TIN:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Contact No.:</b>	<b>PhilGEPS Reg. No.</b>
<b>Authorized Representative :</b>	<b>Date:</b>
<b>Signature over Printed Name</b>	_____