



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 Janitorial Supplies (e.g., 50 pieces Air Freshener (5.5ml car freshner 50 pieces Air Freshener Antibacterial Disinfectant spray (320ml); 10 pieces Air Freshener Spray (320ml); etc...} for use by the Office of the Provincial Administrator.**

APPROVED BUDGET FOR THE  
CONTRACT (ABC):Php 270,908.00

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Air freshener 5.5ml car freshner	50	piece		
2	Air freshener Antibacterial Disinfectant spray 320ml	50	piece		
3	Air freshener spray 320ml	10	piece		
4	Air freshener, scented gel	40	piece		
5	Alcohol Isopropyl 70% 500ml	40	bottle		
6	All Purpose Cleaner 510ml	30	piece		
7	Bathroom soap 135g	15	piece		
8	Bleaching solution 1 gal	10	gallon		
9	Cable Tie Nylon, 50's /pack	10	pack		
10	Casserole Stainless, medium	1	piece		
11	Certificate Holder, Long	50	piece		
12	Certificate Holder, A4	25	piece		
13	Declogging Solution 500ml	4	bottle		
14	Detergent Powder 850g with fabcon	40	pack		
15	Diffuser/Purifier Oil	10	bottle		
16	Dipper, medium	2	unit		
17	Dishwashing liquid 250ml	40	piece		
18	Doormat, cloth large	5	piece		
19	Drinking Glass	14	piece		
20	Extension Cord - 5 meters	5	piece		
21	Fabric Conditioner, 900ml	40	piece		
22	Furniture Cleaner 330ml	20	piece		
23	Glass Cleaner 500 ml	20	piece		
24	Glass Window Cleaner Squeegee with Foam, Adjustable handle	2	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>				
25	Hand Towel	30	piece		
26	HDMI 2.0 Cable, 5 m	2	piece		
27	Insecticide 600ml	40	piece		
28	Kanebo cloth	10	piece		
29	Liquid Hand Wash / Hand Soap, 225ml	30	bottle		
30	Mini Trash bin with cover	3	unit		
	- 9L				
31	Mop head Cotton	5	piece		
32	Mop head Tornado (refill)	5	piece		
33	Mop with Aluminum/Plastic Handle	1	set		
34	Mop with Squeezer (Tornado Mop) / Floor mop with pail (XL) - Heavy duty	6	set		
35	Muriatic Acid 1 ltr.	4	piece		
36	Napthalene Balls 175 grams	10	pack		
37	Panel light, 40W, daylight	15	piece		
38	Pail plastic, 24 ltrs	2	piece		
39	Paper towel	50	pack		
	- 2ply 150 pulls				
40	Rags	5	kilo		
41	Scouring pad w/ foam	20	piece		
42	Tissue Unscented	60	box		
	- 2ply				
43	Toilet Bowl brush w/ holder	2	piece		
44	Toilet Bowl Cleaner, 1000 ml	20	bottle		
45	Toilet deodorizer with holder 50g	20	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>Signature over Printed Name</b>	<b>Date:</b>	_____