

## REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Shopping for the “Supply and Delivery of Janitorial Supplies”, in accordance with Section 52.1 (b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Reform Act (Updated as of 03 July 2023).

<b>Name of Project</b>	Supply and Delivery of Janitorial Supplies
<b>Approved Budget for the Contract</b>	One Hundred Sixteen Thousand Two Hundred Thirty-Six Pesos and 67/100 (₱116,236.67)
<b>Specifications</b>	See attached Technical Specifications (Annex B)
<b>Location</b>	CEZA Office, Mandaluyong City
<b>Delivery Term</b>	Seven (7) days from the receipt of the Purchase Order

Interested suppliers are required to submit their valid and current Mayor’s/Business Permit, PhilGEPS Registration Number, price quotation form (Annex A), and Technical Specifications compliance (Annex B) during the submission of the offer/quotation.

Award of the contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 AM of September 11, 2023, at the Cagayan Economic Zone Authority, 10<sup>th</sup> Floor Greenfield Tower, Mayflower cor. Williams Sts., Greenfield District, Highway Hills, Mandaluyong City, Metro Manila. Open submission may be submitted, manually or by email @ [bacsecretariat@ceza.gov.ph](mailto:bacsecretariat@ceza.gov.ph).

For inquiries, you may contact us at Tel. No. 8291-6704 to 8 and email [bacsecretariat@ceza.gov.ph](mailto:bacsecretariat@ceza.gov.ph).

Very truly yours,



**PERLA C. TUMALIUAN**  
BAC Chairperson

# ANNEX A REQUEST FOR QUOTATION

TO: **CAGAYAN ECONOMIC ZONE AUTHORITY**  
 10/F GREENFIELD TOWER, MAYFLOWER COR  
 WILLIAMS STREETS, GREENFIELD DISTRICT  
 MANDALUYONG CITY, METRO MANILA,  
 PHILIPPINES 1550  
 ☎ (+6328) 291 6704 to 08

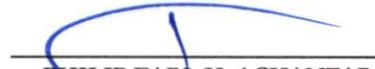
PR No: 2023-08-558

PR Date: AUGUST 1, 2023

Please quote your best prices on the items below under the stated terms and conditions. If the total amount is P80,000 or more, submit a bidder's bond in cash, manager's or cashier's check equivalent to 5% thereof.

We offer to perform the work or supply these items at the quoted prices and under the terms stated below. We certify that our company is a manufacturer, licensed distributor or dealer of these items and that at least 60% of the capital thereof is owned by Filipinos, proof of which may be submitted.

- a. Prices shall be valid until \_\_\_\_\_
- b. Delivery shall be completed within \_\_\_\_\_ days from receipt of Job or Purchase Order
- c. Payment within seven days after delivery, acceptance and compliance with payment requirements
- d. We shall pay a penalty at 1/10th of 1% of the value of the undelivered balance for each day of delay in delivery or completion of work.

  
**PHILIP EARL H. ACHANZAR**  
 Supervising Administrative Officer

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
<b>1 LOT OF OFFICE SUPPLIES</b>					
<b>I.</b>	60	Can	<b>AIR FRESHENER SPRAY</b> <ul style="list-style-type: none"> <li>• 320mL</li> <li>• Aerosol Type</li> </ul>		
	60	Can	<b>FURNITURE CLEANER</b>		
	50	Piece	<b>PRANELA</b> <ul style="list-style-type: none"> <li>• 100% Cotton</li> </ul>		
	5	Pack	<b>TRASH BAG</b> <ul style="list-style-type: none"> <li>• Color Black</li> <li>• 18x20"</li> </ul>		
	100	Roll	<b>JUMBO TISSUE</b> <ul style="list-style-type: none"> <li>• Premium Quality</li> <li>• 200 meters</li> <li>• 2 ply</li> </ul>		
	10	Piece	<b>SPRAY GUN</b> <ul style="list-style-type: none"> <li>• 500mL</li> <li>• Plastic Bottle</li> </ul>		
	5	Gallon	<b>CARPET SHAMPOO</b>		
	5	Gallon	<b>FABRIC SOFTENER ANTI-BAC</b>		
	60	Can	<b>INSECTICIDE SPRAY</b> <ul style="list-style-type: none"> <li>• Odorless</li> <li>• Multi-insect Killer</li> </ul>		
	100	Piece	<b>BATHROOM DEODORIZER</b> <ul style="list-style-type: none"> <li>• Fresh and zesty scent</li> <li>• 50g</li> </ul>		
	4	Set	<b>DUSTPAN AND BROOM</b>		
	240	Roll	<b>BATHROOM TISSUE</b> <ul style="list-style-type: none"> <li>• Premium Quality</li> <li>• 2 ply</li> </ul>		
	20	Piece	<b>MOP HEAD</b> <ul style="list-style-type: none"> <li>• Made of twisted rayon thread</li> <li>• 36 strands per head</li> </ul>		

	50	Piece	<b>DISHWASHING SPONGE</b>		
	100	Pack	<b>PAPER TOWER</b> <ul style="list-style-type: none"> <li>• Interfolded</li> <li>• Pull-up</li> </ul>		
			-nothing follows-		
			<b>Note: Cost must be VAT-inclusive</b>	<b>TOTAL:</b>	

ENCLOSE THIS FORM IN A SEALED ENVELOPE WITH THE RFQ NUMBER WRITTEN ON THE OUTSIDE AND SUBMIT NOT LATER THAN

DATE <b>SEPTEMBER 11, 2023</b>	TIME <b>10:00 AM</b>
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WHEN YOU OR YOUR REPRESENTATIVE IS REQUESTED TO ATTEND THE OPENING OF ALL QUOTATIONS. THE AUTHORITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL QUOTATIONS AND TO IMPOSE ADDITIONAL TERMS AND CONDITIONS IT MAY DEEM NECESSARY.

TOTAL QUOTATION AMOUNT

PREPARED BY:

SIGNATURE

NAME

POSITION

BUSINESS NAME / BUSINESS ADDRESS:

PHONE NO. / FAX NO.

TIN: \_\_\_\_\_

## ANNEX B

### **TECHNICAL SPECIFICATIONS**

Bidders/Suppliers must state “Comply” in the column “Statement of “Compliance” against each of the individual parameters of each “Specification”. Please do not just place a check in the bidder’s “Statement of Compliance”.

Item	Technical Specifications		STATEMENT OF COMPLIANCE	
<b>I.</b>	<b>1 LOT OF JANITORIAL SUPPLIES</b>			
	60	Can	<b>AIR FRESHENER SPRAY</b> <ul style="list-style-type: none"> <li>• 320mL</li> <li>• Aerosol Type</li> </ul>	
	60	Can	<b>FURNITURE CLEANER</b>	
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