



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12183429

Procuring Entity BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN

Title Procurement of PR-0001411 - Office Supplies for BCDA Wide Use 3rd Quarter

Area of Delivery Metro Manila

BCDA Bulletin Board
Posting Date

From : 07/03/2025

To : 07/10/2025

By : Versula Arandela
Pending

Solicitation Number:	BG2025-020-1710	Status	
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	03/07/2025
Approved Budget for the Contract:	PHP 116,421.48	Last Updated / Time	02/07/2025 09:44 AM
Delivery Period:	15 Day/s	Closing Date / Time	10/07/2025 17:00 PM
Client Agency:			
Contact Person:	Ursula N Arandela Procurement Clerk BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., 2nd Ave. Bonifacio Global City, Taguig City Metro Manila Philippines 1634 63-2-5751784 63-2-5751785 unarandela@bcda.gov.ph		

Description

Date : 3 July 2025
PR #: PR0001411

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than 10 July 2025.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

- 1.) 350 PIECE SIGNPEN, BLACK ABC PER PIECE: PhP100.00
- 2.) 400 PIECE SIGNPEN, BLUE ABC PER PIECE: PhP100.00
- 3.) 200 PIECE SIGNPEN, RED ABC PER PIECE: PhP100.00
- 4.) 120 SET3 MARKER, FLUORESCENT, 3COLORS/SET ABC PER SET OF 3: PhP40.00
- 5.) 12 BOX100 ENVELOPE, EXPANDING, KRAFTBOARD, FOR LEGAL SIZE, 100PCS/BOX
ABC PER BOX OF 100PCS: PhP1,051.79
- 6.) 100 PIECE MARKER, WHITEBOARD, BLACK ABC PER PIECE: PhP40.00

Total ABC: PhP116,421.48

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note:

A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig.

Terms and conditions:

Price : (Inclusive of all applicable taxes)

Payment : 30 Working Days

Delivery : 15 Calendar Days

Validity of price : one month

Warranty : N/A

Other Information

Please submit your quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit and Omnibus Sworn Statement to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. Cor. 2nd Avenue, Bonifacio Global City, Taguig or email to uatabion@bcda.gov.ph

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated Bid during the evaluation procedure.

(You may use the attached pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

TERMS AND CONDITIONS:

Payment: Thirty (30) working days

Delivery: Calendar days (please specify)

Validity of price: One (1) month

Look for Ms. Ursula Arandela at tel. no. 575-1784/1700 or 09276687350

Created by Ursula N Arandela

Date Created 02/07/2025

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