



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11410987  
**Procuring Entity** BUREAU OF TREASURY - NCR  
**Title** SUPPLY AND DELIVERY OF ONE (1) LOT OF VARIOUS OFFICE EQUIPMENT IN THE BUREAU OF THE TREASURY - NATIONAL CAPITAL REGION  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PRF NO. 2024-10-0008	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Appliances		
<b>Approved Budget for the Contract:</b>	PHP 25,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	7 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	30/10/2024
<b>Contact Person:</b>	Vivian Villanueva Ocampo Supply Officer 3/F Palacio del Gobernador Intramuros Manila Metro Manila Philippines 63-02-5272786 vvocampo@treasury.gov.ph	<b>Last Updated / Time</b>	29/10/2024 14:09 PM
		<b>Closing Date / Time</b>	06/11/2024 15:30 PM

#### Description

Location: Bureau of the Treasury - National Capital Region 2nd Floor, Palacio del Gobernador Bldg., Intramuros, Manila

Description: This project calls for the supply and delivery of one (1) unit of Electric Airpot, three (3) units of Microwave Oven, and four (4) units of Rice Cooker. The intends to replace the defective equipment in the BTR-NCR pantry being used by Regional Office and four (4) District Office employees.

ABC: Php 25,000.00

Delivery Period: Within Seven (7) Calendar Days after receipt of Purchase Order.

Quotations, in accordance with the attached Terms of Reference, must be submitted together with the documents mentioned below, on or before 3:30 PM of October 28, 2024, through email address, vvocampo@treasury.gov.ph.

Mayor's/Business Permit  
PHILGEPS Registration Number

The BTr-NCR reserves the right to accept or reject any or all quotations and to impose additional terms and conditions it may deem proper.

For questions and/or clarifications, please contact Ms. Vivian V. Ocampo at telephone number 8527-2786.

**Created by** Vivian Villanueva Ocampo

**Date Created** 29/10/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



BUREAU OF THE TREASURY  
NCR Regional Bids and Awards Committee



## REQUEST FOR QUOTATION FORM

To:

RQF No.: 2024-10-0012  
Unit PRF No.: 2024-10-0008  
Date: October 30, 2024

Please quote the best price(s) of the item(s) listed in page two (2) hereof under the following terms and conditions.

1. The price quotation shall be listed opposite the pertinent items enumerated.
2. The quotation / proposal shall be submitted not later than 3:30 pm on November 6, 2024. The price specified coverage and other relevant terms shall be indicated in the quotation / proposal.
3. The warranty coverage and other relevant terms shall be indicated in the quotation / proposal, if required.
4. The winning supplier is deemed to have accepted the award and failure to deliver for any reason solely attributable to the winner shall serve as ground for blacklisting in future transaction with BTr.
5. A Purchase Order shall be issued to the winner and item(s) stated therein are expected to be delivered within seven (7) calendar days after receipt of Purchase Order.
6. The payment shall be processed after delivery and acceptance of the item(s) specified in the Purchase Order and upon compliance with our requirements for payment. To facilitate payment through direct credit to a deposit account, suppliers are advised to maintain a deposit account. Accordingly, please indicate your bank and account number in the Quotation Form.

This Office reserves the right to accept or reject any or all quotations and to impose additional terms and conditions it may deem proper.


Please include in your price quotation, if applicable, the following:

☐ Delivery Expenses ☐ Performance Security ☐ 10% Retention Fee ☐ Taxes

Thank you.

Very Truly Yours,

  
**CONCEPCION S. AUSTRIA**  
OIC-Regional Director

  
**VIVIAN V. OCAMPO**  
SADAS I /Canvasser

ISO 9001:2015 Quality Management System  
Certificate No. SCP000233Q



Ayuntamiento Building, Cabildo Street corner A. Soriano Avenue, Intramuros, 1002 Manila

Trunkline (+632) 663-2287 URL: [www.treasury.gov.ph](http://www.treasury.gov.ph)

RQF No.: 2024-10-0012  
Branch Unit PRF No. 2024-10-0008  
Date: October 30, 2024  
RQF – PAGE 2

TO: **Bureau of the Treasury**  
National Capital Region  
Intramuros, Manila

We hereby offer to supply the item(s) hereunder with our price quotations shown opposite each item and under the terms and conditions as stated on page (1). We certify in this connection, that our establishment is the manufacturer/licensed distributor/dealer of the item(s) listed below and that at least 60% thereof by Filipino Citizen. Proof to this effect may be submitted if required.

QTY.	UNIT	ITEM & DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
1	pc	Airpot, 3L			
3	pc	Microwave Oven, 20L			
4	pc	Rice Cooker, 1.8L			
			<b>25,000.00</b>		

\*Quoted price includes VAT

Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Bank Name/Branch: \_\_\_\_\_

\_\_\_\_\_  
Supplier/Contractor

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

Tel. No. \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OVER PRINTED**

**(NOTE: PLEASE FILL UP THE COMPLETE NAME OF  
SIGNATORY, ADDRESS AND CONTACT NUMBER)**

ISO 9001:2015 Quality Management System  
Certificate No. SCP000233Q





## TERMS OF REFERENCE

### 1. PROJECT TITLE

Supply and Delivery of One (1) Lot of Various Office Equipment in the Bureau of the Treasury – National Capital Region’s (BTr-NCR) Office Pantry.

### 2. DESCRIPTION

This project calls for the supply and delivery of one (1) unit of Electric Airpot, three (3) units of Microwave Oven, and four (4) units of Rice Cooker. This intends to replace the defective equipment in the BTR-NCR pantry being used by Regional Office and the four (4) District Office employees.

### 3. AGENCY BUDGET FOR THE CONTRACT (ABC): PHP 25,000.00

Note: Inclusive of 12% VAT, delivery cost, and all other charges.

### 4. PROJECT DURATION, DELIVERY, AND ACCEPTANCE

Seven (7) Calendar days from the receipt of the Notice to Proceed.

AGENCY SPECIFICATIONS	BIDDER’S STATEMENT OF COMPLIANCE	ACTUAL OFFER (Specify actual specification being offered)	REFERENCE (Indicate exact page number)
<b><u>ELECTRIC AIRPORT</u></b>  1. No. of units: one (1)  2. Three (3) liters minimum capacity  3. With Auto Keep Warm System  4. Auto and manual dispense  5. Auto keep warm function  6. At least one (1) year warranty  <b><u>MICROWAVE OVEN</u></b>  1. No. of units: three (3)  2. Twenty (20) liters minimum capacity			

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	ACTUAL OFFER (Specify actual specification being offered)	REFERENCE (Indicate exact page number)
3. Manual Control  4. Five (5) Power Levels  5. Pull-out handle door  6. At least one (1) year warranty  <u>RICE COOKER</u>  1. No. of units: one (1)  2. 1.8 liters minimum capacity  3. Glass cover  4. Cook and keep warm function  5. At least one (1) year warranty			

PART II. OTHER CONDITIONS AND REQUIREMENTS	BIDDER'S STATEMENT OF COMPLIANCE
<b>1. MODE OF PAYMENT</b> 1.1 One-time payment of the contract shall be made upon acceptance of the supply and delivery of the items and issuance of a certificate of completion.	
<b>2. NON-GRAFT CLAUSE</b> 2.1 The winning bidder warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee (BAC), BAC Secretariat or TWG, to secure this contract.	