

## **REQUEST FOR QUOTATION**

Date: 12 February 2025  
RFQ No. 2025-RFQ-0007

**Company/Business Name:** \_\_\_\_\_

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

**Business/Mayor's Permit No.:** \_\_\_\_\_

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

**PhilGEPS Registration Number (required):** \_\_\_\_\_

The Philippine Center for Economic Development (PCED), through its Bids and Award Committee (BAC), intends to procure Wax Sealers and Wax Strippers for the project **SUPPLY AND DELIVERY OF WAX SEALERS AND WAX STRIPPERS FOR THE UP SCHOOL OF ECONOMICS** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 PM of Wednesday, 19 February 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**THE CHAIRMAN**

*Chairperson, Bids and Award Committee*

UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101

Telephone No.: (02) 8-981-8500 local 3480

Email: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph)

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

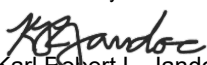
**a. Mayor's Permit**

**b. Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The Head of the Procuring Entity (HoPE) of the PCED reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at 02-8-981-8500 loc 3480 or send email to [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph).

By the Authority of the Bids and Awards Committee:



Karl Robert L. Jandoc

THE CHAIRMAN

Chairperson, Bids and Awards Committee

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

**TERMS AND CONDITIONS: TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

<b>SUPPLY AND DELIVERY OF WAX SEALERS AND WAX STRIPPERS FOR THE UP SCHOOL OF ECONOMICS</b>					
<b>ITEM #</b>	<b>Description</b>	<b>Quantity</b>	<b>Bidder's Statement of Compliance (comply/not comply)</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1.0	<p><b>MINIMUM TECHNICAL SPECIFICATIONS:</b></p> <p><b>1.1 WAX SEALER</b> Minimum Technical Specifications:</p> <ul style="list-style-type: none"> <li>- Extra tough, non-buffable wax and longest lasting shine for heavy high traffic floors</li> <li>- Resistant to water and detergent cleaning</li> <li>- Self-shine coat after coat – no need to polish or buff</li> <li>- Dries to a bright deep gloss</li> <li>- Resists scuff, black-heel and rubber wheel marks</li> <li>- Best for resilient floors – vinyl, rubber, asphalt and linoleum</li> <li>- 1 gallon can cover on a single coat up to at least 180-230 sqm floor area</li> <li>-</li> </ul>	40 gallons			
	<p><b>1.2 WAX STRIPPER</b> Minimum Technical Specifications:</p> <ul style="list-style-type: none"> <li>- Heavy duty, can strip even the toughest seal and non-buffable wax available in the market today</li> <li>- Very effective in the removal of emulsion-based waxes, polymers, acrylic styrene and metal-interlock finishes from vinyl and other resilient floors, concrete, marble and terrazzo floors</li> <li>- 1 gallon diluted 1:4 can strip at least 300-400 sqm floor area</li> </ul>	8 gallons			
	-----Nothing Follows-----				
<b>Total Price Offer (Inclusive of all costs and applicable taxes) &gt;&gt;&gt;&gt;&gt;</b>					

<b>2.0</b>	<b>OTHER REQUIREMENT:</b>	<b>Bidder's Statement of Compliance (comply/not comply)</b>
2.1	Provide brochures and or product catalogues	

2.2	<b>MUST</b> be willing to provide demo or sample product upon request of the end-user	
3.0	<b>WARRANTY:</b>  At least one (1) year upon receipt of delivery	
4.0	<b>DELIVERY PERIOD:</b>  At least within 15 days upon Conformance of Purchase Order	
5.0	<b>PLACE OF DELIVERY:</b> Philippine Center for Economic Development UP School of Economics Building Osmeña corner Guerrero Sts. UP Diliman Quezon City	
6.0	<b>TERMS OF PAYMENT:</b>  - Thru check, At least Thirty (30) CD upon receipt of Delivery Receipt and Sales Invoice for Goods and Service Invoice/Billing Statement for Services, and Acceptance by the End-User Unit	
-----Nothing Follows-----		

**FINANCIAL OFFER:**

<b>SUPPLY AND DELIVERY OF WAX SEALERS AND WAX STRIPPERS FOR THE UP SCHOOL OF ECONOMICS</b>	
<b>Approved Budget for the Contract:</b> (Php69,600.00)  (SIXTY-NINE THOUSAND SIX HUNDRED PESOS & 00/100)	<b>Total Offered Quotation</b> <i>(inclusive of all taxes and incidental expenses)</i>
	<b>In Words:</b> _____ _____ _____
	<b>In Figures:</b> _____
<b>Company/Business Name:</b> _____ _____ _____	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es