

**Bid Notice Abstract****Request for Quotation (RFQ)**

**Reference Number** 11488904  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** PROCUREMENT OF COMMON OFFICE SUPPLIES (DATA FOLDER AND MASKING TAPE) FOR THE 4TH QUARTER 2024  
**Area of Delivery**

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<b>Solicitation Number:</b>	BG2024-021-1562	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	16/11/2024
<b>Approved Budget for the Contract:</b>	PHP 66,518.40	<b>Last Updated / Time</b>	15/11/2024 4:28 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	21/11/2024 5:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Vicenta M. Natividad Corporate Services Officer III BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., cor 2nd Ave Bonifacio Global City, Taguig City Metro Manila Philippines 1634 63-2-5751784 63-2-5751785 vmnatividad@bcda.gov.ph		

**Description**

PROCUREMENT OF COMMON OFFICE SUPPLIES (DATA FOLDER AND MASKING TAPE) FOR THE 4TH QUARTER 2024  
 (DETAILED REQUIREMENTS, PLEASE SEE THE ATTACHED REQUEST FOR QUOTATION (RFQ) FOUND IN ASSOCIATED COMPONENTS)

APPROVED BUDGET : PHP66,518.40 (INCLUSIVE OF ALL APPLICABLE TAXES)

Prospective suppliers who will bid above the ABC will be disqualified.

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

Delivery Area: Taguig City, Metro Manila

(You may use the attached pro-forma RFQ-Request for Quotation found in Associated Components for your Quotation)

**Other Information****IMPORTANT:**

Please submit your quotation to BCDA Reception Area, 2/F Bonifacio Technology Center, Bonifacio, Global City, Taguig or email to vmnatividad@bcda.gov.ph;

- 1) Valid Mayor's Permit
- 2) Notarized Omnibus Sworn Statement
- 3) PhilGEPS Registration Certificate
- 4) BIR Registration Form 2303
- 4) Income/Business Tax Return if the ABC is above 500k

**Note:**

Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the notarized Omnibus Sworn Statement (OSS) within 3 calendar days upon notification of Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

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:**

Price: Inclusive of all applicable taxes  
Payment: Thirty (30) working days  
Delivery: Please specify \_\_\_\_ (calendar days)  
Validity of price: One (1) month

**Created by** Vicenta M. Natividad

**Date Created** 15/11/2024

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