



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11795177  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES FOR THE 1ST QUARTER 2025  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BG2025-20-1630	<b>Status</b>	<b>Awarded</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods		
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 257,877.40		
<b>Delivery Period:</b>	15 Day/s	<b>Document Request List</b>	17
<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	<b>Date Published</b>	22/02/2025
		<b>Last Updated / Time</b>	17/03/2025 09:38 AM
		<b>Closing Date / Time</b>	26/02/2025 17:00 PM

#### Description

SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES FOR THE 1ST QUARTER 2025

(DETAILED REQUIREMENTS, PLEASE SEE THE ATTACHED REQUEST FOR QUOTATION (RFQ) FOUND IN ASSOCIATED COMPONENTS)

APPROVED BUDGET : PHP257,877.40 (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)

PLEASE QUOTE FOR ONE (1) LOT

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies	Various Office Common Use Office Supplies	1	Lot	257,877.40

**Other Information**

IMPORTANT:

You may submit your quotation together with the following documentary requirements to BCDA Reception Area, 2/F Bonifacio Technology Center, Bonifacio, Global City, Taguig or email to [vmnatividad@bcda.gov.ph](mailto: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 5 working 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** 21/02/2025

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