



Republic of the Philippines
 House of Representatives Electoral Tribunal
 Electoral Tribunal Building
 Commonwealth Avenue, Quezon City

REQUEST FOR QUOTATION

RFQ No. 2025-10-032

Company Name : _____
 Address : _____
 PhilGEPS Registration No. : _____

The House of Representatives Electoral Tribunal (HRET), through its Bids and Awards Committee (BAC), will undertake procurement as provided under Section 34 (Small Value Procurement) of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

The HRET, hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

Name of Project	:	Supply and delivery of various office supplies
Delivery Schedule	:	15 W.D. upon receipt of purchase order
Delivery Site	:	Electoral Tribunal Building, Commonwealth Ave., Batasan Hills, Quezon City
Terms of Payment	:	Send bill, Cheque payment, 15-30 days after completion of delivery
ABC (Approved Budget for the Contract)	:	Php 49,930.00
Fund Source	:	Regular Agency Fund

Prospective bidders shall accomplish and submit the duly signed **Annex “A” Price Quotation Form (PQF)** (attached on this request).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number and addressed to Rico T. Umagap, DPA, Director II, HRMS / OIC-General Service at the G/F House of Representatives Electoral Tribunal Building, Commonwealth Ave., Batasan Hills, Quezon City or through **electronic mail at general.service@hret.gov.ph** on or before 12:00 p.m., three (3) days from posting and/or receipt of Request for Quotation (RFQ).

The electronic submission procedure shall be as follows:

- Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the HRET.
- Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
- Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- Quotation must be inclusive of all applicable government taxes and subject to 5% VAT and 1% or 2% creditable tax withheld at source.
- Supplemental information shall be attached to reflect the complete specification of bid, e.g, brand name, model, pictures/brochures/literature, etc., as necessary.
- Award shall be made to the Lowest Calculated and Responsive Quotation or Single Calculated and Responsive Quotation.

- If multiple bidders are found to have the Lowest Calculated and Responsive Quotation, we will use a non-discretionary, non-discriminatory, luck-based tie-breaking method known as "draw lots"
- Bids should be valid for a minimum of three (3) months from the deadline of submission of bids.

For any clarifications, you may contact the **General Service** thru **general.service@hret.gov.ph**

Interested supplier/service provider is required to submit the following documents:

1. Duly filled up Price Quotation Form (PQF) – see Annex A;
2. Conformed Technical Specifications and Requirements – see Annex B;
3. Valid/Current Mayor's Permit/Business Permit or in its absence, expired Business or Mayor's Permit with Official Receipt of renewal, subject to submission of valid/updated Business or Mayor's permit after award but before payment;
4. PhilGEPS Certificate or Registration Number;

In case you do not receive any communication from HRET one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. The HRET reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.

(SGD)
Atty. GIRLIE I. SALARDA
Chairperson
HRET Bids and Awards Committee

ANNEX "A"
Price Quotation Form

HOUSE OF REPRESENTATIVES ELECTORAL TRIBUNAL
Commonwealth Avenue, Batasan Hills, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

Item	QTY.	Unit	ABC	Price Per Unit	Total Price
Supply and delivery of various office supplies					
Battery, AA, 2pcs/pack	30	pcks	5,250.00		
Binder ring, spiral coil, transparent, long	100	pcs	5,000.00		
Cutter blade, 18mm	5	pcs	1,350.00		
Envelope, pay, kraft brown, 7.5 x 4 inch, 500pcs/box	2	bxs	1,100.00		
Facemask, surgical, 3ply, disposable, 50pcs/box	30	bxs	3,900.00		
Note pad, 3x3, pop-up type for dispenser, 6pad/pack, 6 colors, 100sheets/pad, self-stick notes	5	pck	4,000.00		
Paper, multi-colour copy, 8.5x13inch., 80gsm, subs24, 500sheets/ream	2	ream	1,400.00		
PVC binding cover, 8.5x13inch, 200mic, clear, 100pcs/box	2	box	1,700.00		
PVC binding cover, A4, 200mic, clear, 100pcs/box	2	box	1,700.00		
Ribbon for bundy clock Eagle NT3200, red and black	2	pc	1,400.00		
Stapler, Standard type, compatible with No.35 staple wire	3	pcs	930.00		
Sticker paper, 8.5x13inch. matte, 10pcs/pack	10	pck	800.00		
Sticker paper, A4, matte, 10pcs/pack	10	pck	800.00		
Tape dispenser	2	pcs	300.00		
Tape, transparent, 1 inch, 30m	50	rolls	3,500.00		
Technical drawing pen, 0.5, black	24	pcs	4,800.00		
Technical drawing pen, 0.5, blue	12	pcs	2,400.00		
Technical drawing pen, 0.7, black	24	pcs	4,800.00		
Technical drawing pen, 0.7, blue	12	pcs	2,400.00		

Time cards, color red, for bundy clock Eagle NT3200, 100pcs/pack	6	pck	2,400.00		
			49,930.00		
TOTAL					

AMOUNT IN WORDS:

Note: The above-quoted prices are inclusive of all cost and applicable taxes.

Company Name : _____

Address : _____

Contact Number : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

ANNEX "B"
Technical Specifications and Requirements

READ THE FOLLOWING CAREFULLY

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Specifications	Bidder's Statement of Compliance
I. Supply and delivery of various office supplies (See Annex A)	
II. Terms and Conditions: <ul style="list-style-type: none"> - The winning bidder shall ensure that items delivered are in accordance with the specifications required by HRET. - HRET has the right to reject delivery if items delivered were found to be defective and not according to the required specifications/ model. - HRET may terminate/ cancel the P.O. when the supplier fails to deliver, perform, and comply with its obligations. - Interested bidders must submit the following: <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit. 2. PhilGEPS Certificate/Registration Number. 3. Notarized Omnibus Sworn Statement, with Secretary's Certificate, if applicable.. 	
III. Warranty: <ul style="list-style-type: none"> - Minimum 12 months shelf life from the date of delivery with 30 days replacement for factory defects. 	
IV. Delivery Period: <ul style="list-style-type: none"> - 15 working days upon receipt of Purchase Order. 	
V. Delivery Area: <ul style="list-style-type: none"> - House of Representatives Electoral Tribunal Building, (at the back of Sandigan Bayan) Commonwealth Ave., Quezon City 	
VI. Terms of Payment: <ul style="list-style-type: none"> - Send Bill, Cheque Payment, 15-30 days after completion of delivery. 	

I hereby certify to comply with all the above Technical Specification and Requirements.

Name of Company/Bidder

Signature over Printed Name
of Representative

Date