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

REQUEST FOR QUOTATION

RFQ No. 2026-04-013

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

The House of Representatives Electoral Tribunal (HRET), through its Bids and Awards Committee (BAC), will undertake Small Value Procurement as provided under Section 34 of the Implementing Rules and Regulations 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	:	**7-15 W.D. upon receipt of purchase order**
Delivery Site	:	**Electoral Tribunal Building, Commonwealth Ave., Batasan Hills, Quezon City**
Terms of Payment	:	**Send bill and cheque payment, 15-30days after completion of delivery**
ABC (Approved Budget for the Contract)	:	**Php 94,530.00**
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, COA Compound, Commonwealth Ave., Batasan Hills, Quezon City on 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 submission procedure shall be as follows:

- Quotations shall be sent through the address indicated above. Quotations addressed to any 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 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 mails. However, in case of receipt of multiple mails, ONLY the latest mail 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 on a "per lot" basis and to the bidder with 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;
5. Duly Notarized Omnibus Sworn Statement (OSS) and Secretary's Certificate, as applicable.
   Link: https://www.gppb.gov.ph/ngpa-standard-forms/

In case you do not receive any communication from HRET within 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.

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.	ABC	Price Per Unit	Total Price
Supply and delivery of various office supplies		**94,530.00**		
Ballpen, black	100 pcs			
Ballpen, blue	50 pcs			
Battery, AA, 2pcs/pack	30 pck			
Battery, AAA, 2pcs/pack	20 pck			
Clip Foldback, 25mm (1"), 12s/box	20 bxs			
Flash drive, 16GB	50 pcs			
Folder, Data Arch File, Horizontal, 2 hole, Legal, Blue	60 pcs			
Folder File, tagboard, ordinary., Legal, white,100pcs/pck	10 pck			
Glue, white, bot. 40grm	10 bots			
Marker, fluorescent, 3 colors (yellow, green, orange)	10 sets			
Page marker, 5 Colors, with note "Pls. Sign Here"	50 pck			
Technical drawing pen, 0.5mm, blue	36 pcs			
Technical drawing pen, 0.8mm, blue	36 pcs			
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: - 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: 1. Valid Mayor's/Business Permit. 2. PhilGEPS Certificate/Registration Number. 3. Notarized Omnibus Sworn Statement, with Secretary's Certificate, if applicable..	
III. Warranty: - Minimum 12 months shelf life from the date of delivery with 60 days replacement for factory defects.	
IV. Delivery Period: - 7-15 working days upon receipt of Purchase Order.	
V. Delivery Area: - House of Representatives Electoral Tribunal Building, COA Compound, (at the back of Sandigan Bayan) Commonwealth Ave., Quezon City	
VI. Terms of Payment: - Payment will be processed upon submission of SOA. - Applicable fees and taxes included, subject to accounting rules and regulations. - Cheque payment - 15-30 working days processing, 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**