

**REQUEST FOR QUOTATION**

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites quotations for the procurement of Office Supplies Requirement for First Quarter (Q1) of 2023. Please see attached Terms and Specifications.
  2. Approved Budget for the Contract is **Pesos: Two Hundred Twenty-Five Thousand Four Hundred (Php225,400.00)**, inclusive of all applicable taxes.
  3. Partial quotation is not allowed.
  4. All interested suppliers may submit signed quotation at the BAC Secretariat, Second Floor, Jade Bldg., 335 Sen. Gil J. Puyat Ave., Makati City, and/or through telefax no. 8-8897-3232 and/or [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph) on or before **10:00 a.m. of February 20, 2023** together with the following documentary requirements:
    - Mayor's /Business Permit; and
    - PhilGEPS Registration Number.
- \*\* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.**
5. Pursuant to Section 6.2 of the GPPB Resolution No. 09-2020 dated 7 May 2020, the PE is allowed to accept Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment.
  6. For further inquiries, please contact Ms. Karenina V. Joaquin at 8-897-3293 or at [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph).
  7. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.

  
**MELINDA M. ADRIANO**  
Chairperson  
Bids and Awards Committee

13 February 2023