

## REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites quotations for the procurement of Office Supplies for the Third Quarter (Q3) of 2023. Please see attached Terms and Specifications.
2. Approved Budget for the Contract is **Pesos: One Hundred Twenty Thousand Seven Hundred (Php120,700.00)**, inclusive of all applicable taxes.
3. Partial quotation is not allowed.
4. All interested suppliers may submit signed quotation at the Receiving Counter, 23<sup>rd</sup> Floor, BPI Philam Life Building, 6811 Ayala Avenue, Makati City and/or [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph) on or before **10:00 a.m. (PhST)** of **August 18, 2023** together with the following documentary requirements:
  - Mayor's/Business Permit;
  - PhilGEPS Registration Number.

\*\* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
5. Pursuant to OGCC Contract Review series of 2023, the bidder must submit together with the signed quotation the original/certified true copy of: *[If a sole proprietorship:]* duly notarized Special Power of Attorney; *[If a partnership, corporation, cooperative:]* duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable; or other similar document showing each representative's authority to execute the contract and should be attached and shall form part of the contract.
6. For further inquiries, please contact Ms. Karenina V. Joaquin 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

14 August 2023