



REQUEST FOR QUOTATION

Date: January 4, 2019
 RFQ No.: 19-01-001

Name of Company: _____
 Address: _____
 Business Permit No.: _____ TIN No.: _____

Please quote your lowest offer for the item/s described below, subject to the General Conditions stated below, and submit your quotation duly signed by you or your representative not later than _____ in the return envelope attached herewith, and sealed.

General Conditions:

1. PRICES SHOULD BE INCLUSIVE OF VAT
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 CALENDAR DAYS
3. PLEASE ATTACH TOGETHER WITH YOUR QUOTATION A COPY OF YOUR PHILGEPS REGISTRATION NUMBER, MAYOR'S PERMIT AND INCOME TAX RETURN. OMIBUS SWORN STATEMENT WILL BE SUBMITTED PRIOR TO AWARD.
4. MANAGEMENT RESERVES THE RIGHT TO REJECT OUTRIGHT ANY CONTINGENT BIDS.

Mari A. Gutierrez
MARISSA A. GUTIERREZ
 SA III - Supply and Property Officer

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	ITEM & DISCRIPTION	QTY.	Approved Budget for the Contract (TOTAL)	OFFER						
				PRICE			Compliance with technical specifications (Pls. check)		Remarks/ Brand	
				QTY	Unit Price	Total Price	Yes	No		
LOT	Procurement of Janitorial Services for COA Provincial Satellite Auditing Office (PSAO) Bohol, Dampas District, Tagbilaran City for the period February 1, 2019 to December 31, 2019 (see attached COA Price Quotation Form for your proposal)	1	386,261.04							
			386,261.04							

Warranty : _____ Delivery Period : _____ Price Validity : _____

Canvassed by: _____

 Printed Name/Signature

 Tel. No. / Cellphone No.
 e-mail address

 Date

Price Quotation Form

Procurement of Janitorial Services for COA Provincial Satellite Auditing Office (PSAO) Bohol, Dampas District,
 Tagbilaran City for the period February 1, 2019 to December 31, 2019
 (With cleaning supplies, materials & equipment)

JANITORIAL SERVICES

I. Direct Labor Cost

Basic Rate (W.O. RO VII-20) = Php338.00		
Regular Monthly Wage (MDW x 365/12)		
New Minimum Daily Wage: Php338.00	P	10,280.83
13th Month Pay = RMW/12 (10,280.83/12)		856.74
5 Days Incentive Leave (338 x 5 / 12)		140.83
Legal Holiday Premium (12 x 338/12)		338.00
Special Holiday Premium [8(338 x .30) /12]		67.60
Amount Due to employee	P	11,684.00

II. Indirect Labor Cost

SSS-Employer's Share		773.50
ECC		10.00
Philhealth - Employer's Share (MBS x 2.75% x 50%)		141.36
Pag-Ibig-Employe's Share		100.00
Amount due to Government	P	1,024.86

A. **Sub Total (Direct & Indirect Labor Cost)**

P 12,708.86

B. Agency Fee

C. Sub -Total (A + B)

P

D. x No. of Personnel

2

E. **Total Monthly Labor Cost (C x D)**

P

III. Operating Cost

F. Chemicals and Supplies

P

G. Equipment Depreciation

P

H. **Total Operating Cost (F + G)**

P

I. **Monthly Janitorial Services Labor Cost (E + H)**

P

J. VAT (12% of E)

P

K. **Total Monthly Janitorial Services Labor Cost (I + J)**

P

L. **February 1, 2019 to December 31, 2019**

P

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M. **Total Estimated Project Cost (K x L)**

P



Republic of the Philippines
COMMISSION ON AUDIT
Regional Administration
Regional Office No. VII
Cor. V. Sotto - M.J. Cuenco St., Cebu City

LIST OF MATERIALS TO BE SUPPLIED AT COA PSAO, TAGBILARAN CITY, BOHOL FOR CY 2019

	DESCRIPTION	UNIT	QTY.	FREQUENCY	PRICE / UNIT	AVERAGE MONTHLY USAGE
1	Air Freshener	gal.	1	Monthly		
2	All Purpose Cleaner, concentrate	gal.	1	Monthly		
3	Cotton Swab Applicator	pcs.	2	Annually		
4	Deodorant Cake	pcs.	6	Monthly		
5	Dustpan	pcs.	4	Annually		
6	Fertilizer	kg.	1	Monthly		
7	Furniture Polish	ltr.	4	Annually		
8	Garbage Bag XL	roll	3	Monthly		
9	Garbage Bag, Small	pack	2	Monthly		
10	Garden Soil	sack	1	Monthly		
11	Hand Brush w/handle	pcs.	4	Annually		
12	Hand Scrubbing Foam	pcs.	3	Monthly		
13	Insecticide, 600ml/420g per can, water based	can	2	Monthly		
14	Mop Handle	pcs.	2	Annually		
15	Mop Head	pcs.	4	Annually		
16	Plastic Pail & Cup	pcs.	6	Annually		
17	Rags	pcs.	12	Monthly		
18	Soft Broom	pcs.	6	Annually		
19	Stick Broom	pcs.	4	Annually		
20	Thread Duster	pcs.	2	Monthly		
21	Toilet Bowl Cleaner, concentrate	gal.	2	Monthly		
TOTAL ----->>>>>>>						



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JANITORIAL SERVICES

LIST OF EQUIPMENTS TO BE USED AT COA PSAO, TAGBILARAN CITY, BOHOL

DESCRIPTION	QTY	FREQUENCY
1 Ladder	1 unit	Whole Contract
2 Vacuum Cleaner	1 unit	Whole Contract
3 Polisher	1 unit	Whole Contract
4 Dust mop 24" with handle	2 units	Whole Contract
5 Hedger (Grass Scissor)	1 unit	Whole Contract
6 Pruning Tool	1 unit	Whole Contract
7 Guna	1 unit	Whole Contract
8 Garden Hose	1 unit	Whole Contract
9 Garbage Cart	1 unit	Whole Contract
10 Bucket Wringer w/ dirty waste bucket	1 unit	Whole Contract
11 Push Cart	1 unit	Whole Contract
12 Safety Signs	2 units	Whole Contract