	Republic of the Philippines <b>ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY</b> La Paz, Iloilo City	Department: Doc. Code: Rev. No.: Effective Date:	Bids and Awards Committee <b>QF-BAC-02</b> 00 July 1, 2022
	<b>REQUEST FOR QUOTATION</b>		


(PR/JR NO.) : S-2025-08

Date : MAY 30 2025  
 Doc Track No. : 80640

**TO: ALL PROSPECTIVE SUPPLIERS**

- The **Iloilo Science and Technology University (ISAT U)** through the **Office of the BIDS and AWARDS COMMITTEE**, intends to procure **AIR FRESHENER AND OTHER JANITORIAL SUPPLIES** for CY 2025, in accordance with Section **52.1** (Negotiated Procurement – **Shopping**) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
- The Approved Budget for the Contract (ABC) is **One Hundred Five Thousand Six Hundred Forty Five Pesos Only (105,645.00)**. The period for the performance of this obligations shall not go beyond the validity of the appropriations for this project. For purposes of evaluation, comparison and ranking of bids/offers, the suppliers who submitted the single / lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the Technical Working Group (TWG).
- The Procurement Mechanism to be used is **"BY LOT"**.
- Please quote your **best offer** for item/s described herein, **subject to the (Terms of Conditions/Technical Specifications)** of this Request for Quotation (RFQ). Subject your quotation duly signed by your authorized representative **not later than 3:00 PM** on JUN 05 2025 at the Procurement Management Office (PMO) – BAC Secretariat Office, ISAT U, Burgos St., La Paz, Iloilo City. Quotations may also be submitted through email at the address and contact numbers indicated below.
- Quotation shall be enclosed in a sealed envelope and addressed the PMO – BAC Secretariat at the address given above. The envelope should have the PR/JR Number boldly and conspicuously identified.
- The successful proponent must be able to meet the following requirements:
  - The **Terms and Conditions/Technical Specifications**, as provided.
  - The **Schedule of Requirements**, as provided.
  - A copy of your 2025 **Business Permit/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. (see GPPB Resolution No. 09-2020 Item 6.2)
  - The **Omnibus Sworn Statement (GPPB-prescribed forms)**, **Income/Business Tax Return for ABC's above PhP 500,000.00** will also be required to be submitted **prior to award**. (see GPPB Resolution No. 09-2020 Item 6.3)
- The quotation should be valid for sixty (60) calendar days from the due date indicated above.
- ISAT U reserves the right to request for additional documents that it deems necessary in order to make any decision or any quotation.
- All prospective suppliers must fill out the RFQ provided by ISAT U. Any quotation other than what is provided by the Procuring Entity (PE) or is patently not complying with the RFQ requirements may not be considered.
- ISAT U reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidders.
- Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions or specifications, and schedule of implementation set forth in this RFQ.
- For any clarification, you may contact us at (033) 320-7190 local no. 133 or email us at bac.isatu@gmail.com

  
**ENIEDA G. CORONA**  
 BAC Chairperson

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### INSTRUCTIONS

1. Accomplish this RFQ correctly, accurately, and completely.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

### TECHNICAL SPECIFICATION

1. Please quote your **best offer** for item/s below. Please do not leave any blank items. Indicate "F" if the item offered is for FREE or "NA" for NOT AVAILABLE in the "Total Cost" if applicable.
2. Bidders must state **"Comply"** or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item No.	Product Category	Description/Specification	ABC per Line Item (If applicable)	QTY	Unit	<i>To be filled up by Supplier</i>			
						Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1	Air Freshener	Air Freshener – 320ml, spray type assorted		20	bottle				
2	Air Con Freshener	Aircon Freshener – 70g, assorted scent		20	can				
3	Alcohol	Alcohol – 70% ethyl, hypoallergenic with moisturizer, 4 liters per gallon		5	gallon				
4	Alcohol	Alcohol – 500ml, 70% ethyl, hypoallergenic with moisturizer		20	bottle				
5	Bag	Bag – sando bag, large, white, good quality, 100pcs/pack		50	pack				
6	Bag	Bag – sando bag, medium, white, good quality, 100pcs/pack		50	pack				
7	Bleach	Bleach – 900ml, 6 in 1 total clean bleach, white		30	bottle				
8	Bleach	Bleach – 900ml, 6 in 1 total clean bleach, colored		30	bottle				
9	Broom	Broom – soft broom, firm and durable, heavy		20	pcs				
10	Cleaning	Cleaning Rags – cloth		40	pcs				

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11	Deodorizer	Deodorizer – bathroom deodorizer, pack, 50g, 3pcs/pack, assorted scent	50	pack				
12	Detergent	Detergent – liquid detergent, 1 liter	30	bottle				
13	Dishwashing Liquid	Dishwashing liquid – 250ml, superior foaming power with antibacterial, assorted scent	40	bottle				
14	Dishwashing Sponge	Dishwashing sponge – high density dipped double-sided dishwashing sponge, hand size	20	pcs				
15	Disinfectant	Disinfectant – Disinfectant spray, at least 510g, assorted scent	20	bottle				
16	Doormat	Doormat – braided cloth	20	pcs				
17	Dust Pan	Dust Pan – big, plastic with long handle	5	pcs				
18	Fabric Conditioner	Fabric Conditioner – 1 liter, laundry fabric conditioner, hypoallergenic	20	pcs				
19	Feather Duster	Feather duster – microfiber feather, hypoallergenic	5	pcs				
20	Garbage Bag	Garbage Bag – garbage bag. Small, 100 pcs/pack, black, thick	10	pack				

For official use. To be use in the operations and maintenance of the IIRGP units.  
 (Requested by: REMIA L. DOCTORA, D.T.)

<b>AMOUNT IN WORDS:</b>	<b>TOTAL</b>
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SCHEDULE OF REQUIREMENT		
Particular	University Requirement	Supplier's Offer
Delivery Period	<b>20 calendar days upon receipt of NTP</b>	
Warranty Period		
After Sales Services (If applicable)		



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SUPPLIER'S INFORMATION	
Supplier's Business Name	
Supplier's Business Address	
Contact No.	
Fax No.	
Email Address	
TIN No.	
PhilGEPS Registration No.	

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Date