PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR QUOTATION

Supply and Delivery of Janitorial Supplies and Materials for the Philippine Competition Commission for August and September of CY 2025

P.R. No./Date Received: **2025-07-0123 / 29 July 2025** RFQ/P No. / Date: **2025-08-0121/ 04 August 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Request for Quotation
- Signed Technical Specifications

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurementunit@phcc.gov.ph*** or (assigned PBAC Sec email ***dbgavino@phcc.gov.ph)*** on or before **Friday, 08 August 2025, 03:00 PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 12009: Section 71 - Liquidated Damages and Section 98 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**
10. Please note that the **award of the procurement is on a per Lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.

Very truly yours,

[redacted]

HEAD, PBAC Secretar[redacted]

Item	QTY	Unit	ABC	Project Title	Total Amount (To be filled-up by the supplier)
1	1	Lot	₱ 71,000.00	Supply and Delivery of Janitorial Supplies and Materials for the Philippine Competition Commission for August and September of CY 2025	
				(Please see attached Technical Speficiations)	
Total ABC (Per Lot)			**₱ 71,000.00**	**TOTAL Amount:**	
Delivery Instructions:				*(Please see attached Technical Speficiations)*	

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

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DETAILED TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES AND MATERIALS FOR THE PHILIPPINE COMPETITION COMMISSION FOR AUGUST AND SEPTEMBER OF CY 2025

I. PROJECT BACKGROUND

The Philippine Competition Commission (PCC) is an independent quasi-judicial body created by virtue of Republic Act No. 10667, otherwise known as the Philippine Competition Act, to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

To carry out the day-to-day pursuit of public business by the PCC, the procurement of janitorial supplies and materials is necessary to ensure continuity of its janitorial services. Hence, the AO-GSD (the "End-user") will engage a qualified Supplier for the Supply and Delivery of Janitorial Supplies and Materials for the Philippine Competition Commission for July and August of CY 2025 (the "Project").

II. ITEM SPECIFICATIONS

All item packaging shall consist of recyclable materials and include adequate safety instructions and a warning label for proper use and waste disposal, whenever applicable.

All items of the Project shall have the following specifications:

NO.	ITEM DESCRIPTION	SPECIFICATIONS	QTY.	UOM	Statement of Compliance *(Indicate "Comply" or "Not comply")*
1	All Purpose Liquid Cleaner	a. Liquid-type b. Multi-purpose for general cleaning c. Scented	14	gal.	
2	Bleaching Solution / Disinfectant	a. Main ingredient: Sodium Hypochlorite b. With whitening and deodorizing properties; c. Eliminates germs, bacteria and viruses; d. Removes tough stains and dirt	10	gal.	
3	Toilet Bowl Cleaner	a. Gel-type	4	gal.	

NO.	ITEM DESCRIPTION	SPECIFICATIONS	QTY.	UOM	Statement of Compliance *(Indicate "Comply" or "Not comply")*
		b. Eliminate tough stains and toilet bowl rings			
4	Liquid Hand Sanitizer	a. Kills germs, bacteria and viruses b. Scented and with moisturizer c. Content: 500mL / pc.	42	pcs.	
5	Dishwashing Liquid	a. Anti-bacterial; removes grease and grime b. Scented (lemon or kalamansi) c. Inclusive of bottle dispenser	16	gal.	
6	Carpet Shampoo	a. Deeply cleanses, removes dirt b. Carpet-friendly formulation c. With long-lasting scent	14	gal.	
7	Fabric Conditioner	a. Anti-bacterial; Eliminates musty, damp smell b. Long-lasting scent	6	gal.	
8	Toilet Deodorizer	a. Main ingredient: Paradichlorobenzene b. Block-type c. Inclusive of holder	16	pcs.	
9	Air Freshener	a. Aerosol-type b. Net contents: 150g (minimum) c. Long lasting	8	pcs.	
10	Cleaning Rags	a. Size: 16" x 16" terrycloth microfiber towels b. Eco-friendly, chemical free and streak-free	16	pcs.	
11	Sponge with Scrubbing Pad	a. Heavy-duty b. Size (minimum): 75mm. x 75mm.	36	pcs.	
12	Garbage bag	a. Material: Polyethylene (PE) containing at least 30% post-consumer material b. Type: Clear/Transparent c. Size: XXL (18.5" x 18.5" x 40")	1,200	pcs.	
13	Garbage bag	a. Material: Polyethylene (PE) containing at least 30% post-consumer material b. Type: Clear/Transparent c. Size: Small (9" x 9" x 20")	1,200	pcs.	
14	Liquid Hand Soap	a. Does not contain ethylene-diamine-tetra-acetate (EDTA) and alkyl phenol ethoxylates (APEO); b. Scented; antibacterial /germicidal c. Content: 500 mL/pc.	20	pcs.	
15	Furniture Polish	a. Aerosol-type b. Shines furniture, cabinets, counter tops, vinyl and leather c. Content: 350mL/pc.	6	pcs.	

NO.	ITEM DESCRIPTION	SPECIFICATIONS	QTY.	UOM	Statement of Compliance *(Indicate "Comply" or "Not comply")*
16	Furniture Liquid Cleanser	a. Preserves and protects furniture, office equipment, upholstery and other similar surfaces b. Longer lasting shine c. Scratch-resistant to applied surfaces	8	gal.	
17	Detergent Powder	a. Powder-base b. For cloth and grease trap cleaning	4	kilo	
18	Buffing Pad	a. Material: Polyester b. Pad diameter: (minimum): 400mm. c. Nominal thickness: 1"	6	pcs.	
19	Soft Broom	a. Gross weight (max.): 500 grams b. Handle: Cylindrical, Wood, smooth finish, plastic coated c. Diameter of Handle (min.): 19mm d. Length of Handle (min.): 510mm e. Dry Weight of the Tiger Grass (min.): 250 grams f. Length of Tiger Grass: 300mm g. No. of Upper Stitch (min.): 20 h. No. of Lower Stitch (min.): 30	4	pcs.	
20	Kitchen gloves	a. Material: rubber b. Heavy duty c. Textured grip d. For washing sinks and grease trap	4	pcs.	
21	Polishing Pad	a. Material: Polyester b. Pad diameter: (minimum): 400mm. c. Nominal thickness: 1"	4	pcs.	
22	Stripping Pad	a. Material: Nylon/polyester b. Pad diameter: (minimum): 400mm. c. Nominal thickness: 3/4"	4	pcs.	
23	Mop Head	a. Heavy duty / commercial use b. Replacement for standard mop head c. Width (minimum): 6 inches	6	pcs.	
24	Glass Cleaner	a. Ammonia-free b. Removes tough dirt, grime and grease from glass surfaces	2	gal.	
25	Complete Wax	a. Non-buffable finish b. Provides maximum durability and resistance to divergent scrubbing, black heels marks, scuffs and dirt embedment	2	gal.	

NO.	ITEM DESCRIPTION	SPECIFICATIONS	QTY.	UOM	Statement of Compliance *(Indicate "Comply" or "Not comply")*
26	Floor Sealer	a. Liquid-type b. Applicable for resilient floors (vinyl, rubber and linoleum) c. Buffable or non-buffable	2	gal.	
27	Floor Cleaner (Wax stripper)	a. All-purpose cleaner b. Used for ceramic, marble, stone, wood and parquet floors	1	gal.	
28	Hand Gloves	a. Material: Nitrile latex b. Powder-free, non-sterile, multi-purpose use c. 100 pcs. per box	4	boxes	
29	Dirt and Stain Remover	a. Multi-purpose for general cleaning b. Ingredients: Deodorized aliphatic solvent, lanolin, polyoxythylene nonyl phenyl ether c. Weight: 250g.	2	pcs.	
30	Spray Bottle	a. Clear plastic b. Capacity: 500 ml	6	pcs.	
31	Toilet Plunger	a. Material: Rubber cup with wooden handle b. Rubber diameter (minimum): 5"	2	pcs.	
32	Hand Brush	a. Size (minimum): 4.5" x 2.5" x 1" b. With handle	2	pcs.	
33	Stick Broom (Walis tingting)	a. Material: Mature coconut midribs b. Rib count (minimum): 350 pcs. c. Grip circumference: 150mm. d. Grip width (minimum): 20mm. e. Top grip: 150mm. f. Usable length (minimum): 760mm.	2	pcs.	
34	Pail	a. Material: Plastic b. Capacity (minimum): 10 liters	2	pcs.	
35	Dustpan	a. Material: Plastic b. Pan size (minimum): 10" c. Height (minimum): 24"	2	pcs.	
36	Mop Handle	a. Handle material: Aluminum b. With side lock for mop head replacement	2	pcs.	
37	Toilet Bowl Brush	a. Length (minimum): 15" b. Material: polypropylene brush head with plastic handle c. Inclusive of base container	2	pcs.	
38	Feather Duster	a. Length (minimum): 24" b. Material: Plastic / polyester	2	pcs.	
39	Paint Brush	a. Brush width size (minimum): 2"	2	pcs.	
40	Metal Polish	a. Provides longer lasting shine on various metal surfaces b. Net weight: 150 ml	1	pc.	

NO.	ITEM DESCRIPTION	SPECIFICATIONS	QTY.	UOM	Statement of Compliance *(Indicate "Comply" or "Not comply")*
41	Metal scraper	a. Material: Stainless steel scraper with rubber handle b. Scraper width: 2"	1	pc.	

III. DELIVERY TERMS AND CONDITIONS

All items shall be delivered within seven (7) calendar days upon the acceptance of the Purchase Order by the Supplier.

IV. RESPONSIBILITIES OF THE SUPPLIER

1. Ensure compliance and deliver all items in accordance with the Item Specifications (Section II);
2. Accomplish applicable forms (e.g. gate passes) that will be provided by the End-user during contract implementation;
3. Submit applicable documents such as Delivery Receipts (DR) and Sales Invoice (SI), among others to the End-user upon delivery and completion of the items or works for the contract;

V. RESPONSIBILITIES OF THE END-USER

1. Provide the Supplier the necessary forms during contract implementation;
2. Receive the accomplished form from the Supplier for review and approval by the building management and return the approved forms prior to the delivery of items for the contract;
3. Receive the DR and SI issued by the Supplier for inspection of the items delivered during Contract implementation.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Seventy-One Thousand Pesos (PHP71,000.00)**, inclusive of all applicable taxes, charges, and fees, subject to the usual budgeting, accounting, and auditing rules and regulations.

VII. PAYMENT SCHEME / TERMS OF PAYMENT

Payment shall be made within fifteen (15) working days upon receipt of the Statement of Account, Sales Invoice and/or Delivery Receipt, whichever is applicable, after each delivery, subject for inspection and acceptance by the authorized representative/s of the Procuring Entity.

The payment for the items of the Project shall be based on the Schedule of Prices indicated in Annex A.

All payments shall be released and claimed within PCC premises.

VIII. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement – Small Value Procurement as provided under Section 34 of the Implementing Rules and Regulations of RA 12009.

IX. CONTRACT DURATION

The contract duration shall be seven (7) calendar days upon the acceptance of the Purchase Order by the Supplier.

X. LIQUIDATED DAMAGES

If the Supplier fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the PCC shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay provided that the maximum deduction shall be ten percent (10%) of the amount of the contract. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. INFORMATION SECURITY MANAGEMENT SYSTEM

To ensure the Philippine Competition Commission (PCC) maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System and will not form part of the submission for payment processing.

XII. DISPUTE RESOLUTION

Should any dispute related to the contract and/or rights of the PCC and the Supplier (collectively as “Parties”) arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendment or additional terms and conditions to the contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

[redacted]

Shahaila L. Atiwen
Administrative Officer II
General Services Division

Reviewed by:

[redacted]

Rommel R. Olfa
Chief Administrative Officer
General Services Division

Approved by:

[redacted]

Jeson Q. de la Torre
Director IV, Administrative Office

Conforme:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Company Name

_____

Date