



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



---

## **REQUEST FOR QUOTATION**

**Date: 11 June 2019**

**RFQ No.: 28-2019**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number **(required prior to award)**: \_\_\_\_\_

---

The **Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Training Bags for the In-House and Regional Trainings** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 14 June 2019 at 3:00 PM**. A copy of your **2019 Business/Mayor's Permit** is also required to be submitted along with your quotation/proposal.

A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 900-6741 to 44** or email address at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).

(Sgd.)  
**IVY STEPHANIE T. CALUZA**  
Procurement Officer

---

### **BIDS AND AWARDS COMMITTEE**

Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines 1605  
(+632) 900-6741 to 44 | [www.gppb.gov.ph](http://www.gppb.gov.ph) | [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph)

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (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.

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

<b>Procurement of Training Bags for the In-House and Regional Trainings</b>			
<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>BAG</b>			
<b>Height:</b> Approx. 11 inches			
<b>Thickness:</b> Approx. 2.5 inches			
<b>Width:</b> Approx. 15 inches			
<b>Base:</b> 2.5 inches			
<b>Material:</b> Canvass/Non-woven polypropylene			
<b>Color:</b> White (Canvas) and Blue (Non-woven polypropylene)			
<b>Closure:</b> Zipper			
<b>Print:</b> GPPB-TSO logo (please see attached sample picture)			
<b>Print Size:</b> Approx. 1.7 inches (H) x 3 inches (W)			
<b>HANDLE</b>			
2 Handles			
<b>Length:</b> Approx. 21.5 inches			
<b>Width:</b> Approx. 1.5 inches thick			
<b>Material:</b> Nylon			
<b>Color:</b> Blue			
<b>DELIVERY REQUIREMENT</b>			
a. Must submit a sample for approval of the end-user within 2 calendar days upon receipt of the Purchase Order			
b. <b>Quantity:</b> 740 pieces			

Procurement of Training Bags for the In-House and Regional Trainings			
TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
<b>c. Delivery Schedules:</b>			
<b>1<sup>st</sup> Delivery:</b> 200 pcs. within seven (7) calendar days upon approval of the sample			
<b>2<sup>nd</sup> Delivery:</b> 200 pcs. within seven (7) calendar days after the 1 <sup>st</sup> delivery			
<b>3<sup>rd</sup> Delivery:</b> 200 pcs. within seven (7) calendar days after the 2 <sup>nd</sup> deliver			
<b>4<sup>th</sup> Delivery:</b> 140 pcs. within seven (7) calendar days after the 3 <sup>rd</sup> delivery			

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name : \_\_\_\_\_

Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF TRAINING BAGS FOR THE IN-HOUSE AND REGIONAL TRAININGS			
Approved Budget for the Contract	Offered Price per Piece (A)	Quantity, in Piece (B)	Total Offered Quotation (A x B)
Seventy-Four Thousand Pesos (PhP74,000.00)		740	In words: _____ _____ _____ In figures: _____

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

---

Signature over Printed Name

---

Position/Designation

---

Office Telephone No.

---

Fax/Mobile No.

---

Email address/es