



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



**REQUEST FOR QUOTATION**

**Date: 1 December 2017**

**RFQ No.: 65-2017**

Registered Business Name: \_\_\_\_\_

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

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

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

Business Permit No.: \_\_\_\_\_

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

PhilGEPS Registration No. (**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, intends to procure **Supply and Delivery of GPPB Reversible Corporate Jackets with Collar**, which will be undertaken in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s 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 **6 December 2017 at 10:00 AM**.

A copy of your **2017 Mayor's/Business Permit AND 2016 Income/Business Tax Return** are required to be submitted before issuance of Notice of Award.

A notarized **Omnibus Sworn Statement** is required to be submitted to the End-User Unit prior to payment.

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Ms. Liza E. Vega** 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) Technical specifications with asterisks (\*) 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:

Procurement Project		Approved Budget for the Contract (ABC)	
Supply and Delivery of GPPB Reversible Corporate Jackets with Collar		Seventy Five Thousand Pesos (PhP75,000.00)	
<b>Technical Specifications:</b>			
Item Description	Compliance		Remarks
	Yes	No	
<b>Technical Requirements:</b>			
<b>Material:</b> Inner – Microfiber* Outer – Microfiber*			
<b>Color:</b> Inner – Two Color Combination: White and Navy Blue* Outer – Black*			
<b>Sizes:</b> Available in Extra Small, Small, Medium, Large, XL, 2XL, 3XL*			
Actual number per size classification shall be provided to the winning bidder			
With left and right front side pockets*			
Inner side must be made of waterproof material*			
With full length heavy duty zipper*			
<b>Design:</b>			
Reversible Inner and Outer Logo (see attached)*			

<b>Print:</b> Embroidered*			
<b>Color:</b> Inner Logo – Yellow Gold and White* Outer Logo – Yellow Gold and White*			
<b>Logo Size:</b> 1 ¾ inches in height* 4 inches in width*			
<b>Location:</b> Bustline, right mid-clavicular level*			
<b>Delivery Date:</b> <b>1<sup>st</sup> Delivery:</b> 40 pcs. – December 15, 2017 <b>2<sup>nd</sup> Delivery:</b> 35 pcs. – December 20, 2017			

**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: \_\_\_\_\_

**Your Quotation**

Summary of Approved Budget			Offered quotation		
Item	Qty.	Total Price (in PhP)	Item	Qty.	Total Price (in PhP)
<b>Supply and Delivery of GPPB Reversible Corporate Jackets with Collar</b>	75 pieces	75,000.00	<b>Supply and Delivery of GPPB Reversible Corporate Jackets with Collar</b>	75 pieces	
<b>Total ABC (in PhP)</b>		<b>75,000.00</b>	<b>Total offered quotation (in PhP)</b>		

**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. After delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor, the GPPB-TSO shall make payment through check/Advice to Debit Account (ADA) in favor of the contractor.  
If paid through the ADA, 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No. / Fax No.

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Mobile Phone No. / Email address/es



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



**REQUEST FOR QUOTATION**

**Date: 6 December 2017**

**RFQ No.: 65-2017-A**

Registered Business Name: \_\_\_\_\_

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

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

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

Business Permit No.: \_\_\_\_\_

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

PhilGEPS Registration No. (**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, intends to procure **Supply and Delivery of GPPB Reversible Corporate Jackets with Collar**, which will be undertaken in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s 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 the **extended deadline: 8 December 2017 at 10:00 AM**.

A copy of your **2017 Mayor's/Business Permit AND 2016 Income/Business Tax Return** are required to be submitted before issuance of Notice of Award.

A notarized **Omnibus Sworn Statement** is required to be submitted to the End-User Unit prior to payment.

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

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

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

Procurement Project	Approved Budget for the Contract (ABC)		
<b>Supply and Delivery of GPPB Reversible Corporate Jackets with Collar</b>	<b>Seventy Five Thousand Pesos (PhP75,000.00)</b>		
<b>Technical Specifications:</b>			
Item Description	Compliance		Remarks
	Yes	No	
<b>Technical Requirements:</b>			
<b>Material:</b> Inner – Microfiber* Outer – Microfiber*			
<b>Color:</b> Inner – Two Color Combination: White and Navy Blue* Outer – Black*			
<b>Sizes:</b> Available in Extra Small, Small, Medium, Large, XL, 2XL, 3XL*			
Actual number per size classification shall be provided to the winning bidder			
With left and right front side pockets*			
Inner side must be made of waterproof material*			
With full length heavy duty zipper*			
<b>Design:</b>			

Reversible Inner and Outer Logo (see attached)*			
<b>Print:</b> Embroidered*			
<b>Color:</b> Inner Logo – Yellow Gold and White* Outer Logo – Yellow Gold and White*			
<b>Logo Size:</b> 1 ¾ inches in height* 4 inches in width*			
<b>Location:</b> Bustline, right mid-clavicular level*			
<b>Delivery Date:</b> <b>1<sup>st</sup> Delivery:</b> 40 pcs. – December 15, 2017 <b>2<sup>nd</sup> Delivery:</b> 35 pcs. – December 20, 2017			

**Terms of Payment:**

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**Payment Details:**

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

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

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

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

**Your Quotation**

Summary of Approved Budget			Offered quotation		
Item	Qty.	Total Price (in PhP)	Item	Qty.	Total Price (in PhP)
<b>Supply and Delivery of GPPB Reversible Corporate Jackets with Collar</b>	75 pieces	75,000.00	<b>Supply and Delivery of GPPB Reversible Corporate Jackets with Collar</b>	75 pieces	
<b>Total ABC (in PhP)</b>		<b>75,000.00</b>	<b>Total offered quotation (in PhP)</b>		

**TERMS AND CONDITIONS:**

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Position/Designation

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Office Telephone No. / Fax No.

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



**REQUEST FOR QUOTATION**

**Date: 8 December 2017**

**RFQ No.: 65-2017-B**

Registered Business Name: \_\_\_\_\_

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

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

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Position/Designation

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