



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

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**REQUEST FOR QUOTATION**

Date: 09 August 2023

RFQ No.: 035-2023

Company/Business Name: \_\_\_\_\_

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

Business/Mayor's Permit No.: \_\_\_\_\_

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

PhilGEPS Registration Number: \_\_\_\_\_

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The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Polo Shirt with Collar** under **Supply and Delivery of GPPB-TSO Anniversary Souvenirs** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 14 August 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG**

*Chairperson, Bids and Awards Committee*

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph)

The interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's/Business Permit

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG**

*Chairperson, Bids and Awards Committee*

## INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline 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. 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **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 account of the supplier, contractor, or consultant.**
11. 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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Supply and Delivery of GPPB-TSO Anniversary Souvenirs		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
<b>GPPB-TSO POLO SHIRT</b> <i>(attached design below)</i>  Quantity: 70 Pieces		
<b>I. POLO SHIRT WITH COLLAR</b>  - 2 colors (main – ocean blue, sides – dark blue) - Fabric: 100% Cotton - Short Sleeves		
- Type of Printing: Embroidery 1. Front: "GPPB-TSO" Size: 3 inches x 1.5 inches Color: White		
2. Back: with text, "In GPPB-TSO, we make procurement work for you because with your trust and support, we make things happen!" Size: A4 Paper Size in landscape page setup color for the back print shall be determined before the actual production (please see attached sample design)		
<b>II. OTHER REQUIREMENTS</b>  - Supplier must provide chart/matrix of sizes to be used as guide for GPPB-TSO Employees (XS to 4XL)		
- Supplier must submit actual sample per size for evaluation prior to actual production.		
- Delivered Items must be free from defects that affect appearance, must be free from marks, stains, and spots incurred during marking. Stitches shall be free from twists, crinkles and shrinkages. All ends of sewing shall be trimmed, loose threads shall be removed, and must be uniform color and finish.		
<b>III. DELIVERY REQUIREMENT:</b>  - Samples and sizes shall be submitted within 10 Calendar Days (CD) from the receipt of Purchase Order.  - Items shall be delivered within thirty (30) calendar days from the receipt of final sizes from GPPB-TSO.		
<b>*****nothing follows*****</b>		

**FINANCIAL OFFER:**

**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.

The payment shall be based on a monthly bill to be submitted by the SP.

**Payment Details:**

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

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

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

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

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

Supply and Delivery of GPPB-TSO Anniversary Souvenirs			
Approved Budget for the Contract	Quantity (A)	Price per Unit (B)	Offered Quotation <i>Inclusive of VAT (A*B)</i>
Forty Thousand Pesos (Php 40 ,000.00)	70 pieces		<b>In Words:</b> _____ _____ _____ <b>In Figures:</b> _____ _____ _____

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

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

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

## Sample design

