



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

**REQUEST FOR QUOTATION**

Date: 11 September 2024  
 RFQ No.: 2024-AD-009

Company/Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business/Mayor's Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 PhilGEPS Registration Number (required): \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure **Procurement of Uniforms for GPPB-TSO** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The GPPB-TSO will hold a face-to-face Pre-Bid Conference on **16 September 2024 at 9:00 AM** at the given address below. Prospective bidders who are interested to participate in the Pre-bid Conference should confirm their attendance by sending an email to [icgarcia@gppb.gov.ph](mailto:icgarcia@gppb.gov.ph) or [mmaguila@gppb.gov.ph](mailto:mmaguila@gppb.gov.ph).

Please submit your duly signed quotation addressed to the given address below, on or before **12:00 PM of 23 September 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ADMINISTRATIVE DIVISION**

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,  
 Quezon City, Philippines 1121  
 Telephone No.: (+632) 5322-6BAC (6222)

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's/Business Permit**
- b. **Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the Engr. Mark Kevin M. Aguila at (+632) 5322-6BAC (6222) or send email to [mmaguila@gppb.gov.ph](mailto:mmaguila@gppb.gov.ph).

**JULIE D. ABRIGO**  
 Chief Administrative Officer, AD



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

**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 technical specifications 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 [mmaguila@gppb.gov.ph](mailto:mmaguila@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**



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

**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:

<b>Procurement of Uniforms for GPPB-TSO</b>			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
<b>Procurement of Uniforms for GPPB-TSO</b>	<b>1 Lot</b>		
<b>I. Technical Specification</b> <b>Tailoring Services of GPPB-TSO Uniform</b> (See attached Annex "A" for the Technical Specifications)			
<b>II. Delivery Period</b>  1. GPPB-TSO Uniform set must be delivered within forty-five (45) calendar days upon the receipt of the Purchase Order			
<b>*****nothing follows*****</b>			



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

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.*

**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.

Procurement of Uniforms for GPPB-TSO	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<b>Three Hundred Forty-Two Thousand Pesos (PhP342,000.00)</b>	<b>In words:</b>
	<b>In figures:</b>

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

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

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

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



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

**ANNEX "A"**

	FEMALE		MALE	
	Blouse	Pants or Skirt	Polo	Pants
Quantity	32 Tops and Pants/Skirt (Labor Only)		24 Tops and Pants (Labor Only)	
Design	Chinese collar with four (4) front buttons and embroidery as shown in the picture	Regular fit slack with waistband, slant side pocket, and front zipper for pants  For skirt - slim fit with straight and narrow cut, zipper at the back. Length below or above the knee	Regular collar with four (4) front buttons and embroidery as shown in the picture	Traditional fit with waistband, slant side pockets, back pockets, and zipper at the front
Pocket material		made of polyester		made of polyester
Sleeve	3/4		Short	
Color	Royal blue	Black	Royal blue	Black
Size:	Tailor fit per employee (Taking of body measurements at the GPPB-TSO Building, Commonwealth Avenue, Quezon City)			
Inclusions:	<ul style="list-style-type: none"> <li>• The supplier must provide the following; <ul style="list-style-type: none"> <li>➤ Buttons</li> <li>➤ Embroidery</li> <li>➤ Zipper for pants and skirts</li> <li>➤ Slant side pockets and back pockets made of polyester</li> </ul> </li> </ul>			
Other requirements:	<ul style="list-style-type: none"> <li>• The supplier must submit actual sample one set finished product for male and female for evaluation prior to mass production.</li> <li>• Delivered Items must be free from defects that affect appearance and 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 in color and finish.</li> </ul>			
	• See pictures below for reference			
	<b>*** Nothing Follows***</b>			



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

---

*See the pictures reference below:*

