



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

**REQUEST FOR QUOTATION**

**RFQ No.: 2024-AD-009R2**

**Date: 29 October 2024 – 3<sup>rd</sup> Posting**

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the “**Procurement of Uniforms for GPPB-TSO**” with an Approved Budget for the Contract of **Three Hundred Sixty-Four Thousand Pesos (PhP364,000.00)** through **Negotiated Procurement – Small Value Procurement** pursuant to Section 53.9 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **12:00 PM of 04 November 2024**:

- a. **Mayor's/Business Permit**
- b. **Notarized 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. Template may access to this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations may be submitted through electronic mail at [mmaguila@gppb.gov.ph](mailto:mmaguila@gppb.gov.ph) or physically at the address given below:

**ADMINISTRATIVE DIVISION**

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

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.

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).

  
**JELLA MAE C. GARCIA**  
Administrative Officer II, Administrative Division



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**Annex “A”**

**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.



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(Date)

**THE ADMINISTRATIVE DIVISION**

Government Procurement Policy Board-Technical Support Office  
Commonwealth Avenue, Quezon City

Sir/Madam:

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

Minimum Technical Specifications	Quantity	Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
A. Tailoring Services as per attached design and specifications (Annex A)	29 sets (female) 23 sets (male)	
B. Two (2) pcs uniform top per employee (29 female, 23 male) based on the attached design and specifications Fabric: Supplier shall submit sample fabric together with the Quotation Form	58 pcs (female) 46 pcs (male)	
C. Blazer (supplier shall propose a design for approval of GPPB-TSO) Fabric: Supplier shall submit a sample fabric together with the Quotation Form	29 pcs (female) 23 pcs (male)	
D. 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.</li><li>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>		
<b>II. Delivery Period</b>  A. Tailoring Services – <b>45 calendar days upon the receipt of the Purchase Order</b> B. Two (2) pcs uniform top per employee (29 female, 23 male) – <b>on or before December 20, 2024</b> C. Blazer – <b>on or before December 20, 2024</b>		



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**Terms of Payment:**

Payment shall be made **in accordance with the schedule of delivery** 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.

Interested suppliers shall provide the following details in the statement of compliance column:

**Banking Institution**

- Account Number
- Account Name (should be the exact account name as registered in the bank)
- Bank Branch

**FINANCIAL OFFER:**

DESCRIPTION	QTY	ABC	Total Offered Quotation (Inclusive of VAT)	
			UNIT PRICE	TOTAL
Tailoring Services	52 sets	Three Hundred Sixty-Four Thousand Pesos (PhP364,000.00)		
Female Top with Embroidery, Labor and Materials	58 pcs			
Male Top with Embroidery, Labor and Materials	46 pcs			
Female and Male Blazer, Labor and Materials	52 pcs			
TOTAL				
Amount In Words:				

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

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

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

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

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**ANNEX "A"**



**A. Tailoring Services:**

	<b>FEMALE</b>		<b>MALE</b>	
	<b>Blouse</b>	<b>Pants or Skirt</b>	<b>Polo</b>	<b>Pants</b>
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
Fabric	Philippine Tropical Fabric in compliance with Republic Act No. 9242 and its revised Implementing Rules and Regulations or any equivalent fabric for items B and C of			



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	the Technical Specification form			
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>➤ Buttons</li><li>➤ Embroidery</li><li>➤ Zipper for pants and skirts</li><li>➤ Slant side pockets and back pockets made of polyester</li></ul>			