



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: 2024-SD-017

Date: 04 October 2024

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the **“Fabrication and Delivery of Plaque of Recognition for the Outgoing Members of the Government Procurement Policy Board and the Inter-Agency Technical Working Group Representatives, and the Green Public Procurement Pilot Agencies”** with an Approved Budget for the Contract of **Fifty-Five Thousand Pesos (Php55,000.00)** 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 **08 October 2024, 12:00NN**:

- 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 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.


JELLA MAE C. GARCIA
Administrative Officer II, Administrative Division





Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

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.



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

(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)
Fabrication and Delivery of Plaque of Recognition for the Outgoing Members of the Government Procurement Policy Board and the Inter-Agency Technical Working Group Representatives, and the Green Public Procurement Pilot Agencies		
For GPPB Members Pls refer to the Annex "B" for the detailed specification and design	8 pieces	
For GPPB Member Agency Pls refer to the Annex "C" for the detailed specification and design	7 pieces	
For IATWG Members Pls refer to the Annex "D" for the detailed specification and design	13 pieces	
For GPP Pilot Agencies Pls refer to the Annex "E" for the detailed specification and design	8 pieces	
Other requirements: Packaging: with individual sustainable box Delivery: 18 October 2024 Delivery Area: Commonwealth Ave., UP Diliman, Quezon City *supplier's quotation must be inclusive of VAT and delivery charges The winning bidder shall coordinate with the End-User (Secretariat Division) for the approval of the final layout prior to fabrication.		



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

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.

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
Plaque for GPPB Members	8 pcs	Fifty-Five Thousand Pesos (PhP55,000.00)		
Plaque for GPPB Member Agency	7 pcs			
Plaque for IATWG Member	13 pcs			
Plaque for GPP Pilot Agencies	8 pcs			
TOTAL				
Amount In Words:				

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

ANNEX “B”

Plaque Specifications for GPPB:

Materials: Glass

Size: Height: 8 inches
Width: 6.5 inches

Member agency logos size in
diameter: 2cm

*DBM logo should be bigger than
the other logos

Plaque Wordings

Subject Name font: Play Script
Font size: 17

Body/Other content font: Lora
Font size: 6

Designation/Agency Font size: 5



Diameter: 7 inches
Thickness: 1/4inches

Thickness: 3/8 inches
Length: 7 inches

	Government Procurement Policy Board Members (8)	Designation	Duration/Period	
Department of Energy	Giovanni Carlo J. Bacordo	Undersecretary	2022	2024
Department of Health	Emmie Liza Perez-Chiong	Undersecretary	2024	2024
Department of Finance	Niño Raymond B. Alvina	Undersecretary	2022	2024
Department of Science and Technology	Diana L. Ignacio	Assistant Secretary	2021	2024
Department of Trade and Industry	Kristian R. Ablan	Assistant Secretary	2023	2024
Department of Information and Communication Technology	Gerald B. Reyes	Assistant Secretary	2023	2024
Philippine Space Agency	Joel Joseph S. Marciano, Jr.	Director General	2021	2024
Private Sector Representative	Dr. Fiorello R. Estuar	Private Sector Representative	2023	2024

ANNEX "C"

Plaque Specifications for GPPB Member Agency:

Materials: Glass

Size: Height: 8 inches
Width: 6.5 inches

Member agency logos size in
diameter: 2cm

*DBM logo should be bigger than
the other logos

Plaque Wordings

Subject Name font: Play Script
Font size: 17

Body/Other content font: Lora
Font size: 6

Designation/Agency Font size: 5



Diameter: 7 inches
Thickness: 1/4inches

Thickness: 3/8 inches
Length: 7 inches

List of Agencies (7)
Department of Energy
Department of Health
Department of Finance
Department of Science and Technology
Department of Trade and Industry
Department of Information and Communication Technology
Philippine Space Agency

ANNEX “D”

Plaque Specifications for IATWG:

Materials: Glass

Size: Height: 6 inches
Width: 5 inches

Member agency logos size in diameter:
2cm
*DBM logo should be bigger than the
other logos

Plaque Wordings

Subject Name font: Play Script
Font size: 17

Body/Other content font: Lora
Font size: 6

Designation/Agency Font size: 5

Thickness: 1/8 inches
Length: 5 inches



Diameter: 6 inches
Thickness: 1/4 inches

	Inter-Agency Technical Working Group (13)	Designation	Duration/Period	
Department of Budget Management	Andrea Celene M. Magtalas	Director	2024	2024
National Economic and Development Authority	Kathleen P. Mangune	Director	2019	2024
Department of Interior and Local Government	Elnora A. Velasco	Director	2022	2024
Department of National Defense	Dinna Anna Lee L. Cartujano	Director	2016	2024
Department of Public Works and Highways	Ma Victoria Gregorio	Director	2021	2024
Department of Transportation	Maria Paula B. Domingo-Tordesillas	Assistant Secretary	2022	2024
Department of Energy	Arthus T. Tenazas	Director	2022	2024
Department of Health	Paul L. Guimbarda	Director	2021	2024
Department of Finance	Angelica I. Sarmiento	Director	2023	2024
Department of Science and Technology	Angely Medalle-Alviar	Director	2021	2024
Department of Trade and Industry	Joel R. Cruz	Director	2019	2024
Department of Information and Technology	Philippe D. Cortes	Director	2021	2024
Philippine Space Agency	Sonia P. Cabangon	Director	2023	2024

Plaque Specifications for GPP Pilot Agencies:

Materials: Glass

Size: Height: 6 inches
Width: 5 inches**Plaque Wordings****Subject Name font:** Play Script
Font size: 17**Body/Other content font:** Lora
Font size: 6**Designation/Agency Font size:** 5**Thickness:** 1/8 inches
Length: 5 inches

List of Pilot Agency (Plaques)	List of Name of Secretary and Alternate GPPB Member
Department of Budget and Management	AMENAH F. PANGANDAMAN Secretary JANET B. ABUEL Undersecretary, Alternate Chairperson
Department of Health	TEODORO J. HERBOSA Secretary EMMIE LIZA PEREZ-CHIONG Undersecretary, Alternate Representative
Department of Transportation	JAIME BAUSTISTA Secretary JESUS NATHANIEL MARTIN B. GONZALES Undersecretary, Alternate Representative
Department of Public Works and Highways	MANUEL M. BONOAN Secretary ERIC A. AYAPANA Undersecretary, Alternate Representative
Department of Energy	RAPHAEL P. M. LOTILLA Secretary GIOVANNI CARLO J. BACORDO Undersecretary, Alternate Representative
Department of Interior and Local Government	BENJAMIN C. ABALOS JR. Secretary ESTER A. ALDANA Assistant Secretary, Alternate Representative
Philippine Space Agency	JOEL JOSEPH S. MARCIANO, JR. Director General
Government Procurement Policy Board- Technical Support Office	ROWENA CANDICE M. RUIZ Executive Director V