



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

**REQUEST FOR QUOTATION**

**RFQ No.: AD-2025-004**

**Date: 25 February 2025**

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the **“Procurement of GPPB-TSO Gender and Development Polo Shirt”** 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 **5:00 PM of 28 February 2025**:

- a. **PhilGEPS Registration Number**
- b. **Mayor's/Business Permit**
- c. **Notarized Omnibus Sworn** 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 [aacrisologo@gppb.gov.ph](mailto:aacrisologo@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 Mr. Aaron Vinz Paul A. Crisologo at (+632) 5322-6BAC (6222) or send email to [aacrisologo@gppb.gov.ph](mailto:aacrisologo@gppb.gov.ph).

  
**JELLA MAE O. 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. Provision of Gender and Development Polo shirt (60 pieces)  Front Design: Sublimation GAD Logo at the upper right of the shirt  Back Design: Sublimation logo of the GPPB-TSO and Bagong Pilipinas at the upper part of the shirt  <i>**Supplier must submit not more than 3 designs using the logo in Annex A</i>	1 lot	
Color: Purple		
Fabric: Polyester		
Print design must be visually clear and neat		
Size range: XS to 5XL		
B. Delivery Period		
Supplier must submit samples sizes 1 day after receipt of Purchase Order		
Submit the required sample/prototype within three (3) calendar days after receipt of the Purchase Order		
Polo Shirts must be delivered on or before 18 March 2025		
C. Payment Terms		
Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of service invoice and issuance of certificate of acceptance by the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.		



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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
A. Provision of Gender and Development Polo Shirt	60 pieces	Fifty-Five Thousand Pesos (PhP55,000.00)		
TOTAL				
Amount In Words:				

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

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

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

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



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**ANNEX A**

GAD Logo



GPPB-TSO Logo



Bagong Pilipinas Logo

