



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: AD-2025-008

Date: 02 May 2025

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the “**Supply, Delivery, and Installation of Day Care Furniture and Educational Materials**” with an Approved Budget for the Contract of **Five Hundred Ninety-Four Thousand Pesos (Php594,000.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

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 07 May 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>
- d. **Income/Business Tax Return**

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 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 Section 70 of the IRR of RA No. 12009, 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.


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. 12009 and its 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)
Supply, Delivery, and Installation of Day Care Furniture and Educational Materials	1 lot	
A. The Service Provider shall provide architectural plan and perspective for this project		
B. The Service Provider shall supply, deliver and install the following equipment, furniture and educational materials as follows:		
1. <u>Diaper Changing Table</u> <ul style="list-style-type: none">• With certification of compliance from Food and Drug Administration (FDA) for highly density polyethylene (HDPE)• Maximum load capacity: 45 kgs• Dimensions: (800 mm x 550 mm) (l x w)• 1" x 3" x 1.5mm thick steel tubular framing in powder coated finish.	1 set	
2. <u>Playpen</u> <ul style="list-style-type: none">• Product type: 18-panel, foldable-type playpen• Floor Area Dimension: (1.77 m x 1.77 m) (l x w)• Item Weight: (15 kgs)• 60 cm height panel for babies' walking development• Age-range: Toddler• Playpen Material: High Density Polyethylene (for babies and toddlers)• With Ocean balls included<ul style="list-style-type: none">➤ a. Diameter: 5 cm➤ b. Material: Plastic➤ c. 500 balls in 7 assorted colors➤ d. Weight: 350 grams	1 set	

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3. <u>Daycare Tables and Chairs</u> 3.1. Table - Dimensions: (75 cm x 55 cm x 45 cm) (l x w x h) 3.2. Chair - Dimensions: (75 cm x 55 cm x 45 cm) (l x w x h)	3 sets	
4. <u>Educational Materials</u> Assorted Coloring Books with Coloring Materials 4.1. Coloring Book - Dimensions: (8.5 in x 11 in)	10 pcs	
4.2. Crayons - Type: Classic-size regular crayons, 8-color selections	5 boxes	
4.3. Assorted Puzzles • Age-range: 1 to 3 years old • Puzzles: ➤ Alphabet-learning puzzles ➤ Nursery-rhyme singing puzzles ➤ Cooking puzzles ➤ Rick stack puzzles ➤ Wooden art puzzles • Material: Wood/Plastic • Product Weight: 100 g each	10 pcs	
4.4. Assorted Learning Toys 4.4.1. Building Learning Blocks 4.4.1.1. Material: Plastic 4.4.1.2. Weight: 100 g 4.4.2. Speaking and singing dolls 4.4.2.1. Material: Plastic 4.4.2.2. Weight: 100 g 4.4.3. "ABC" singing robots 4.4.3.1. Material: Plastic 4.4.3.2. Weight: 100 g 4.4.4. "Counting" singing robots 4.4.4.1. Material: Plastic 4.4.4.2. Weight: 100 g 4.4.5. Playtime cooking and tea sets 4.4.5.1. Material: Plastic 4.4.5.2. Weight: 100 g 4.4.6. Animal Rescue play sets 4.4.6.1. Material: Plastic 4.4.6.2. Weight: 100 g 4.4.7. Pop-it 4.4.7.1. Material: Plastic	10 pcs	

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<p>4.4.7.2. Weight: 100 g</p> <p>4.4.8. Fairy tales and Story books</p> <p>4.4.8.1. Material: Paper</p> <p>Age-range: 2 to 6 years old</p>		
<p>5. <u>Lactation Station Partition Area</u></p> <ul style="list-style-type: none"> Room divider with lockable door to ensure privacy. Dimension: (2 m x 1.6 m) (l x w) Partition height: (1.9 m) Material: Fabric (Divider), Aluminum (Frame) With adjustable chair equipped with swivel function and tilting mechanism. Dimension: (48 cm x 45 cm x 85 cm) (l x w x h) Vinyl surface flooring fitted in lactation area *Color for approval of End-user* With "Occupied" and "Not Occupied" sliding signage. Dimension: (35 cm x 10 cm) (l x h) 	1 lot	
<p>6. <u>Soundproofing Panel</u></p> <ul style="list-style-type: none"> Type: Acoustic foam panel Material: Mineral fiber Total Ceiling Area: (22 sq.m.) Panel dimensions: (600 mm x 600 mm) Thickness: (15 mm) 	10 pcs	
<p>7. <u>Wall and Mural Decals</u></p> <ul style="list-style-type: none"> Cleaning and wall preparation Total Wall Area: (50 sq.m.) <ul style="list-style-type: none"> ➤ Vibrant and colorful, child-pleasing sticker decals ➤ Animal-designed sticker decals ➤ Sticker decal material: PVC material Bump and collision protection <ul style="list-style-type: none"> ➤ Anti-collision wall bump foam, 1 meter from floor in every area with wall corner guards. Thickness: (1.25 cm) 	1 lot	
<p>8. <u>Kids-Size Mattress and Pillows</u></p> <p>8.1. Kids-Size Mattress with bed cover</p> <ul style="list-style-type: none"> Dimensions: (120 cm x 60 cm x 5 cm) (l x w x d) Foam Material: Memory foam with Polyurethane foam fill Cover Material: Polyester 	3 sets	

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<ul style="list-style-type: none"> • Bed cover that fits to the mattress' dimension <p>8.2. Pillow with pillow casing</p> <ul style="list-style-type: none"> • Dimensions: (55 cm x 35 cm) (l x w) • Material: Polyester • Pillowcase that fits to the pillow's dimension 		
<p><u>Day Care Floor Plan</u></p> <p>Please see attached floor plan layout on "Annex C"</p>		
<p><u>Other Requirements</u></p> <ul style="list-style-type: none"> a. Shall submit FDA compliance certificate for Diaper Changing Table b. Packaging shall have a safety labelling upon delivery 		
<p><u>Warranty Period</u></p> <p>One (1) year from acceptance for the following:</p> <ul style="list-style-type: none"> a. Diaper Changing Table b. Playpen c. Daycare Tables and Chairs d. Lactation Station Partition Area e. Soundproofing Panels f. Wall and Mural Decals <p>Six (6) months from acceptance for the following:</p> <ul style="list-style-type: none"> a. Kids-Size Mattress and Pillows 		
<p><u>Delivery Period</u></p> <p>Supply, Delivery, and Installation within thirty (45) days upon receipt of Purchase Order</p>		
<p><u>Payment Terms</u></p> <p>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 billing 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.</p>		



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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
1. Diaper Changing Table	1 set	Five Hundred Ninety-Four Thousand Pesos (PhP594,000.00)		
2. Playpen	1 lot			
3. Daycare Tables and Chairs	3 sets			
4. Educational Materials				
• Coloring Book	10 pcs			
• Crayons	5 boxes			
• Assorted Puzzles	10 pcs			
• Assorted Learning Toys	10 pcs			
5. Lactation Station Partition Area	1 lot			
6. Soundproofing Panel	61 pcs			
7. Wall and Mural Decals	1 lot			
8. Kids-Size Mattress and Pillows	3 sets			
TOTAL				
Amount In Words:				

Signature over Printed Name












Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

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ANNEX “B”

ANNEX B		
PURCHASE REQUEST		
Annex B for Supply, Delivery, and Installation of Day Care Furniture and Educational Materials		
PHOTO REFERENCE		
<p>Diaper Changing Table</p> 	<p>Playpen with Ocean Balls</p>  	<p>Daycare Tables and Chairs</p> 
Educational Materials		
<p>Assorted Coloring Books with Coloring Materials</p>  		
<p>Assorted Puzzles</p>  		
<p>Assorted Learning Toys</p>   		

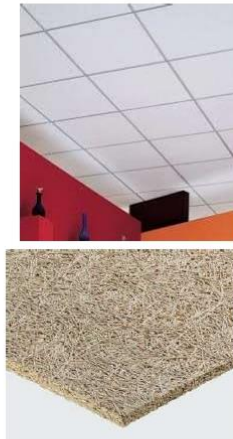
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ANNEX “B”

Lactation Station Partition Area



Soundproofing Panel



Wall and Mural Decals

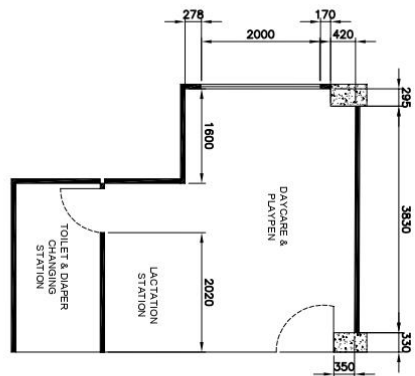
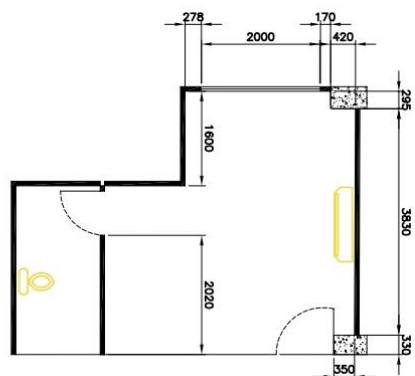
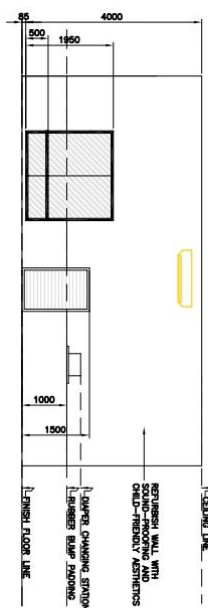


Kids-Size Mattress and Pillows



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ANNEX "C"

 <p>1 AS-BUILT FLOOR LAYOUT SCALE 1:50</p>		 <p>1 AS-BUILT FURNITURE PLAN SCALE 1:50</p>	
 <p>1 FRONT ELEVATION SCALE 1:50</p>			
<p>Notes: For procurement purposes only, the contractor/service provider must conduct an ocular inspection to verify actual measurements.</p>			
DESIGNER APPROVED: _____ DESIGNED: _____ DATE: _____	ENGINEER APPROVED: _____ ENGINEER: _____ DATE: _____	PROJECT TITLE PROPOSED GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE DAYCARE CENTER GROUND FLOOR, GPPB-TSO BLDG., COMANDANTE ALVAREZ AVE., UP DAVAO COMPOUND, QUEZON CITY	WORK DESCRIPTION DATE SHEET NO. TOTAL SHEETS
CHECKED BY: _____ APPROVED BY: _____ DATE: _____		OWNER APPROVED: _____ DATE: _____	SHEET NO. 1