



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

REQUEST FOR QUOTATION

Date: 30 October 2025
RFQ No.: RFQ-AD-2025-015

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

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure the project **Supply, Delivery and Installation of Office Signages** with an Approved Budget for the Contract of **Seven Hundred Fifty Thousand Pesos (PhP750,000.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 5 November 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

Government Procurement Policy Board – Technical Support Office Building,
Commonwealth Avenue, UP Diliman Campus, Quezon City
Telephone No. 02 5322 6222
Email: bacsec@gppb.gov.ph

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

- a. **Valid Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**
- c. **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/2025/08/NGPA_Omnibus-Sworn-Statement.pdf
- d. **Income/Business Tax Return**

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 in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 02 5322-6222 or send email to bacsec@gppb.gov.ph.

By the Authority of the Bids and Awards Committee:

ENGR. DIPHDALYN A. SALAZAR

Vice-Chairperson, Bids and Awards Committee



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 bacsec@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 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.



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

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:

Supply, Delivery and Installation of Office Signages			
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 grounds for disqualification			
SUPPLY, DELIVERY AND INSTALLATION OF OFFICE SIGNAGES	1 lot		
1. Elevator 1 and 2 Signage – 14 pcs Dimension: 8 in x 8 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive			
2. Restroom (Male, Female, PWD) – 18 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive			
3. “DAYCARE” Signage – 1 pc Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive			
4. “EXECUTIVE LOUNGE” Signage – 1 pc Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive			



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<p>5. "CAFETERIA" Signage – 1 pc Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>6. Evacuation Plan – 21 pcs Dimension: 18 in x 24 in Thickness: 1.2 mm Material: Stainless Steel Sheet Lamination: Glow in the Dark Vinyl Sticker Sticking agent: Adhesive/ Signage Bolt</p>			
<p>7. "FIRE EXIT" Signage – 2 pcs Dimension: 7 in x 16 in Thickness: 3 mm Material: Clear Acrylic Lamination: Glow in the Dark Vinyl Sticker Finish: Topcoat Sticking agent: Foam-type Adhesive</p>			
<p>8. Fire Cabinet Sign – 12 pcs Dimension: 8.5 in x 12 in Thickness: 3 mm Material: Clear Acrylic Lamination: Glow in the Dark Vinyl Sticker Finish: Topcoat Sticking agent: Foam-type Adhesive</p>			
<p>9. "CLINIC" Signage – 1 pc Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>10. Meeting Room 1, 2, 3, and 4 Signage – 4 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>11. "OFF LIMITS" Signage – 7 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			

Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<p>12. "BOARD ROOM" Signage – 2 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>13. Training Room 1, 2, 3, 4, and 5 Signage – 5 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>14. Toilet and Shower (Male, Female) – 2 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>15. VIP Room 1, 2, 3, and 4 Signage – 4 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>16. "AUDITORIUM" Signage – 1 pc Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>17. Male and Female Dormitory Signage – 2 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive</p>			
<p>18. Male and Female Locker Room Signage – 2 pcs Dimension: 10 in x 7 in Thickness: 1.2 mm</p>			



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

Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive			
19. NAME – 3 pcs Size: 10 in x 7 in Specs: 1.2 mm stainless steel; engraved painted finished; with acrylic insert (names); 3M VHB adhesive tape for mounting. (Names is subject to update upon approval to this request)			
Warranty Period: One (1) year from acceptance			
Delivery Period: Delivery and installation within thirty (30) days upon receipt of Purchase Order			
Note: Refer to the Terms of Reference for additional details			
*****nothing follows*****			



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

FINANCIAL OFFER:

Terms of Payment:

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 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.

Supply, Delivery and Installation of Office Signages	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Seven Hundred Fifty Thousand Pesos (PhP750,000.00)	In words:
	In figures:

Signature over Printed Name










Position/Designation

Office Telephone/Fax/Mobile Nos.

Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE





TERMS OF REFERENCE

SUPPLY, DELIVERY, AND INSTALLATION OF OFFICE SIGNAGES







Minimum Technical Specifications	Quantity	Photo Reference		Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
Scope The Service Provider shall supply, delivery and install the following Furniture Signages as follows:				
1. Elevator 1 and 2 Signage <ul style="list-style-type: none"> • Dimension: (8 in x 8 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	14 pcs			
				
				
				
2. Restroom (Male, Female, PWD) <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat 	18 pcs			
















Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<ul style="list-style-type: none"> • Sticking agent: Adhesive 				
<p>3. "DAYCARE" Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	1 pc			
<p>4. "EXECUTIVE LOUNGE" Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	1 pc			
<p>5. "CAFETERIA" Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	1 pc			
<p>6. Evacuation Plan</p> <ul style="list-style-type: none"> • Dimension: (18 in x 24 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Lamination: Glow in the Dark Vinyl Sticker • Sticking agent: Foam-type Adhesive / Signage Bolt 	21 pcs			





Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<p>7. "FIRE EXIT" Signage</p> <ul style="list-style-type: none"> • Dimension: (7 in x 16 in) • Thickness: (3 mm) • Material: Clear Acrylic • Lamination: Glow in the Dark Vinyl Sticker • Finish: Topcoat • Sticking agent: Foam-type Adhesive 	2 pcs			
<p>8. Fire Cabinet Sign</p> <ul style="list-style-type: none"> • Dimension: (8.5 in x 12 in) • Thickness: (3 mm) • Material: Clear Acrylic • Lamination: Glow in the Dark Vinyl Sticker • Finish: Topcoat • Sticking agent: Foam-type Adhesive 	12 pcs			
<p>9. "CLINIC" Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	1 pc			
<p>10. Meeting Room 1, 2, 3, and 4 Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	4 pcs			
<p>11. "OFF LIMITS" Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (3 mm) • Material: Clear Acrylic • Lamination: Vinyl Sticker 	7 pcs			

Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<ul style="list-style-type: none"> Sticking agent: Foam-type Adhesive 				
<ul style="list-style-type: none"> 12. "BOARD ROOM" Signage Dimension: (10 in x 7 in) Thickness: (1.2 mm) Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive 	2 pcs			
<ul style="list-style-type: none"> 13. Training Room 1, 2, 3, 4, and 5 Signage Dimension: (10 in x 7 in) Thickness: (1.2 mm) Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive 	5 pcs			
				
				
<ul style="list-style-type: none"> 14. Toilet and Shower (Male, Female) Dimension: (10 in x 7 in) Thickness: (1.2 mm) Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive 	2 pcs			
<ul style="list-style-type: none"> 15. VIP Room 1, 2, 3, and 4 Signage Dimension: (10 in x 7 in) Thickness: (1.2 mm) Material: Stainless Steel Sheet Print: Paint Finish: Topcoat Sticking agent: Adhesive 	4 pcs			
				
<ul style="list-style-type: none"> 16. "AUDITORIUM" Signage Dimension: (10 in x 7 in) 	1 pc			

Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<ul style="list-style-type: none"> • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 				
<p>17. Male and Female Dormitory Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	2 pcs			
<p>18. Male and Female Locker Room Signage</p> <ul style="list-style-type: none"> • Dimension: (10 in x 7 in) • Thickness: (1.2 mm) • Material: Stainless Steel Sheet • Print: Paint • Finish: Topcoat • Sticking agent: Adhesive 	2 pcs			
<p>19. NAME</p> <ul style="list-style-type: none"> • Size: 10inches x 7inches • Specs: 1.2mm stainless steel; engraved painted finished; with acrylic insert (names); 3M VHB adhesive tape for mounting • ATTY. MARIA DIONESIA A. RIVERA-GUILLERMO, Officer in-Charge, GPPB-TSO - 1pc • ATTY. MA. JOZZENNE CLAIRE M. BELTRAN CARANDANG, Deputy Director General - 1pc • ATTY. SOFIA C. YANTO-ABAD, 				



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

Deputy Director General - 1pc				
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