

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

**REQUEST FOR QUOTATION**

Date: 30 October 2025  
RFQ No.: RFQ-AD-2025-018

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 **Supply, Delivery, and Installation of Basketball Bleachers** with an Approved Budget for the Contract **One Million Eight Hundred Fifty-Five Thousand Pesos (PhP1,855,000.00)** of 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](mailto: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:

- Valid Mayor's/Business Permit**
- PhilGEPS Registration Number**
- 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](https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf)
- 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](mailto:bacsec@gppb.gov.ph).

*By the Authority of the Bids and Awards Committee:*

**ENGR. DIPHDALYN A. SALAZAR**

*Vice- Chairperson, Bids and Awards Committee*





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**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](mailto: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.



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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 BASKETBALL BLEACHERS			
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 rejected.			
<b>Supply, Delivery, and Installation of Basketball Bleachers</b> (See Annex "A" for photo reference)	<b>Five (5) Sets</b>		
<b>Basketball Bleachers:</b>			
<b>Bleacher Seat</b> <ul style="list-style-type: none"> <li>- Seating capacity of 3 rows with 10 seats per row</li> <li>- Type: Middle-back</li> <li>- Material: HDPE</li> <li>- Dimension: (410mm x 470mm) (l x w)</li> <li>- Center to center of seat distance: (450mm)</li> <li>- Height of backrest: (300mm)</li> <li>- Color: (For GPPB – TSO approval)</li> </ul>			
<b>Bleachers Seat Stand</b> <ul style="list-style-type: none"> <li>- Material: Aluminum Alloy (3mm frame thickness)</li> <li>- Seat stand height: (400mm)</li> <li>- Thickness: (5cm)</li> </ul>			
<b>Bleacher Steps</b> <ul style="list-style-type: none"> <li>- Material: Aluminum Alloy (3mm frame thickness)</li> <li>- Width: (760mm)</li> <li>- Thickness: (3.5cm)</li> </ul>			
<b>Bleacher Support and Connections</b> <ul style="list-style-type: none"> <li>- Main Support Material: Aluminum Alloy</li> <li>- Dimension: (50mm x 50mm x 5mm)</li> <li>- Connection: M8 galvanized screws</li> </ul>			



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<p><b>Welded Connections</b></p> <ul style="list-style-type: none"> <li>- Aluminum welding molding full, designed for all full welding connections.</li> </ul>			
<p><b>Warranty Period</b></p> <p>One (1) year from acceptance including defect in materials and workmanship under normal use</p>			
<p><b>Delivery Period</b></p> <p>Delivery and installation within sixty (60) days upon receipt of Purchase Order</p> <ul style="list-style-type: none"> <li>• Work Plan, Lay-out, and Brochures -10 calendar days (CD) from the receipt of Purchase Order</li> <li>• Supply, delivery and installation -40 CD from the receipt of approved work plan, lay-out and brochures.</li> <li>• Post installation and testing -10 CD from supply, delivery and <b>installation of Basketball bleacher</b></li> </ul>			
<p><b>**For other details please refer to the attached Terms of Reference and Detailed Technical Specifications (Annex A)</b></p>			
<p><b>*****nothing follows*****</b></p>			



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**FINANCIAL OFFER:**

**Terms of Payment:**

*The GPPB-TSO shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within Fifteen (15) calendar days from the submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance.*

**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 Basketball Bleachers	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<b>One Million Eight Hundred Fifty-Five Thousand Pesos (PhP1,855,000.00)</b>	<b>In words:</b>
	_____
	_____
	_____
	<b>In figures:</b>
	_____

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

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

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


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



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**TERMS OF REFERENCE**

**SUPPLY, DELIVERY, AND INSTALLATION OF BASKETBALL BLEACHERS**

Minimum Technical Specifications	Quantity	Photo Reference	Statement of Compliance (Please state “Comply” or “Not Comply” for each requirement/specification)
<p><b>Scope</b></p> <p>The Service Provider shall supply, delivery and install the following equipment as follows:</p>			
<p><b>Basketball Bleachers</b></p> <p><b>Bleacher Seat</b></p> <ul style="list-style-type: none"> <li>• Seating capacity of 3 rows with 10 seats per row</li> <li>• Type: Middle-back</li> <li>• Material: HDPE</li> <li>• Dimension: (410 mm x 470 mm) (l x w)</li> <li>• Center to center of seat distance: (450 mm)</li> <li>• Height of backrest: (300 mm)</li> <li>• Color: (For GPPB-TSO approval)</li> </ul>	<p><b>5 sets</b></p>		
<p><b>Bleacher Seat Stand</b></p> <ul style="list-style-type: none"> <li>• Material: Aluminum alloy (3mm Wall thickness)</li> <li>• Seat stand height: (400 mm)</li> <li>• Thickness: (5 cm)</li> </ul>			
<p><b>Bleacher Steps</b></p> <ul style="list-style-type: none"> <li>• Material: Aluminum alloy (3mm Wall thickness)</li> <li>• Width: (760 mm)</li> <li>• Thickness: (3.5 cm)</li> </ul>			
<p><b>Bleacher Support and Connections</b></p> <ul style="list-style-type: none"> <li>• Main Support Material: Aluminum alloy</li> <li>• Dimension: (50 mm x 50 mm x 5 mm)</li> <li>• Connection: M8 galvanized screws</li> </ul>			