



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

REQUEST FOR QUOTATION

Date: 23 December 2025
 RFQ No.: RFQ-SD-2025-001

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 end-user/implementing unit, as delegated by its Bids and Awards Committee (BAC), intends to procure the **Customized Multifunctional Laptop Sleeve with Stand and Mouse Pad** through **Section 34 Small Value Procurement** of Republic Act (RA) No. 12009 and its Implementing Rules and Regulations (IRR). The Approved Budget for the Contract is **Ninety-Five Thousand One Hundred Pesos (Php 95,100.00)**.

Please submit your duly signed quotation via electronic mail addressed to the end-user/implementing unit, on or before **12:00 NN of 26 DECEMBER 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MS. KAREN A. ENCISO

Procurement Management Officer III

Government Procurement Policy Board – Technical Support
 Commonwealth Avenue, UP Diliman Campus, Quezon City
 Telephone No.: (02) 5322-6BAC (6222)

Email: kaenciso@gppb.gov.ph and clpaciencia@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:

Document	Remarks
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 be accessed in this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx
Copy of valid Mayor's or Business Permit for CY 2025	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted before issuance of Notice of Award.
Copy of valid PhilGEPS Certificate	



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 the conditions specified under Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the end-user/implementing unit at 0916-997-2085 or send email to kaenciso@gppb.gov.ph

By the Authority of the Bids and Awards Committee:


KAREN A. ENCISO
End-User Representative

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 kaenciso@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 **thirty (30) 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,
11. 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.**
12. 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.
13. 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.
14. 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:

Customized Multifunctional Laptop Sleeve with Stand and Mouse Pad			
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.			
Customized Multifunctional Laptop Sleeve with Stand and Mouse Pad	100		
Requirements/Specifications:			
• Material: High Quality Vegan Leather			
• Size: for 15 to 16 inches laptop (38cm width x 28cm length)			
• Color: Dark blue/Navy Blue			
• Bag closure: Magnetic attraction			
• Stent/bracket: With velcro strap, and can be adjusted freely			
Customization:			
• Laser engrave with GPPB-TSO Logo:			
a. on the laptop sleeve closure; and			
b. on the laptop sleeve.			
• with protective inner lining			

<ul style="list-style-type: none"> • serves as a stand, mouse pad, and protective sleeve or bag 			
<ul style="list-style-type: none"> • Packaging: Corporate Hard Box/Curated box made of eco-friendly material with logo customization (GPPB-TSO logo) 			
<p>Item Replacement:</p> <ul style="list-style-type: none"> • In case of damage and/or error in engraving, item/s shall be replaced within seven (7) calendar days from date of inspection. 			
<ul style="list-style-type: none"> • Delivery Location: GPPB-TSO Building, Commonwealth Avenue, Diliman Quezon City 			
<ul style="list-style-type: none"> • Delivery Schedule: Submission of final layout/design: within two (2) calendar days upon receipt of Purchase Order 			
<ul style="list-style-type: none"> • Delivery: within seven (7) calendar days from approval of actual layout/design 			
<p>Design and layout:</p>  <p>The diagram shows a dark blue laptop sleeve. At the top, it is labeled "LAPTOP SLEEVE SIZE". The sleeve features the GPPB-TSO logo in two locations: a smaller one on the top flap and a larger one at the bottom center. Dimension lines indicate a width of 28CM and a height of 37.4CM/38CM.</p>			

LOGO SIZE



Velcro Strap



Height can be adjusted freely



*****nothing follows*****

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 thirty (30) 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.

Customized Multifunctional Laptop Sleeve with Stand and Mouse Pad	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Ninety-Five Thousand One Hundred Pesos (Php 95,100.00)	In words:

	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es