REQUEST FOR QUOTATION

Date: 29 July 2026
RFQ No.: RFQ-CDDB-2026-011

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 **Tokens of Appreciation for Various Workshops and Pilot Runs of Delivered Modules** with an Approved Budget for the Contract of **Three Hundred Sixty Thousand Pesos (PhP360,000.00)** 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 07 August 2026,** 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. **PhilGEPS Organization ID**
b. **Mayor's Permit**
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 be accessed through this link: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gppb.gov.ph%2Fwp-content%2Fuploads%2F2025%2F08%2FNGPA_Omnibus-Sworn-Statement.docx&wdOrigin=BROWSELINK

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.

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG
Chairperson, Bids and Awards Committee

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.

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:

Procurement of Various Tokens of Appreciation for Various Workshops and Pilot Runs of Delivered Modules			
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			
<u>Procurement of Various Tokens of Appreciation for Various Workshops and Pilot Runs of Delivered Modules</u> Delivery Period: 30 calendar days upon receipt of Purchase Order Address: Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines. Specification: The procurement consists of three (3) customized sets of tokens intended for official use and distribution during agency activities and events. All items shall be produced in the specified colors and quantities and shall bear the agency's official logo, name, or approved design, as applicable. All tokens shall be customized in accordance with the design requirements of the end-user unit. The artwork, logo, and other branding to be used for printing and customization shall be provided by the end-user unit upon receipt of the Purchase Order. The supplier shall complete the delivery of all items within thirty (30) calendar days from receipt of the Purchase Order. All goods delivered must conform to the approved specifications and customization requirements and shall be subject to inspection and acceptance by the procuring entity. Detailed Specifications and Sample Illustrations are attached in this RFQ (see Annex A) ***Note: Kindly indicate the price per item in each set. The basis of awarding would be the total amount for the three (3) sets.***	**1 lot**		
********nothing follows**********			

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.

Procurement of Various Tokens of Appreciation for Various Workshops and Pilot Runs of Delivere Modules	
Approved Budget for the Contract	**Total Offered Quotation (Inclusive of VAT)**
Three Hundred Sixty Thousand Pesos (PhP360,000.00)	**In words:** **In figures**:

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

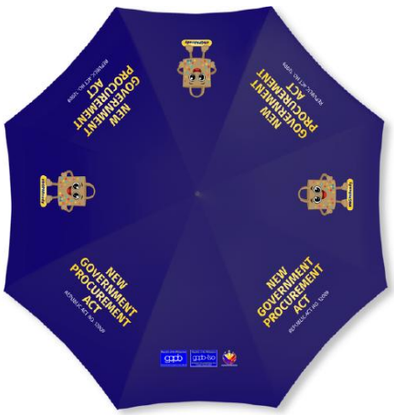
ANNEX A

RFQ No. RFQ-CDDB-2026-011

Set 1: Office Essential Kit			
Item, Specification and Reference Photo	**Quantity**	**Price per unit**	**Total amount**
Two-tone Tote Bag Size: 13”x11” Color: White & Dark Blue With Design and GPPB-TSO Official Logo 	300		
Notebook Hardbound Size: A5 Color: Dark Blue With Design and GPPB-TSO Official Logo	300		

Ballpen Sign Pen Ink Color: Black Ballpoint tip size: 0.5mm With GPPB-TSO Official Logo and Name of the Agency 	300		
Lanyard with ID Holder Lanyard Color: Dark Blue ID Holder: White With Design, GPPB-TSO Official Logo, and Name of the Agency	300		

Set2: Travel & Organizational Kit			
Item, Specification and Reference Photo	**Quantity**	**Price per unit**	**Total amount**
Travel Organizer Compact Leather Color: Dark Blue Size: 12" × 9" × 4" With Design, GPPB-TSO Official Logo, and Name of the Agency	200		

Foldable Umbrella Color: Dark Blue Travel size With Design, GPPB-TSO Official Logo, and Name of the Agency  	200		

Eco bag Medium size (15”x12”x3.5”) Color: Dark Blue With Design, GPPB-TSO Official Logo, and Name of the Agency 	200		
Ballpen Sign Pen Ink Color: Black Ballpoint tip size: 0.5mm With GPPB-TSO Official Logo and Name of the Agency 	200		

Set 3: Casual & Event Kit			
Item, Specification and Reference Photo	**Quantity**	**Price per unit**	**Total amount**
Drawstring Bag Waterproof Color: Dark Blue With Design, GPPB-TSO Official Logo, and Name of the Agency 	200		
Notebook Hardbound Size: A5 Color: Dark Blue With Design and GPPB-TSO Official Logo 	200		
Lanyard with ID Holder Lanyard Color: Dark Blue ID Holder: White With Design, GPPB-TSO Official Logo, and Name of the Agency	200		

Mouse pad Small Compact Size: 9”x7.5” Color: Dark Blue With Design and GPPB-TSO Official Logo 	200		