REQUEST FOR QUOTATION

Date: 29 July 2026
RFQ No.: RFQ-CDDB-2026-012

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 Two (2) Unit Brand-New Movable Dual-Writing Surface Whiteboard with Monthly Calendar Layout** with an Approved Budget for the Contract of **Thirty Thousand Pesos (PhP30,000.00)** 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**

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:

Supply, Delivery, and Installation of Two (2) Units Brand-New Movable Dual-Writing Surface Whiteboard with Monthly Calendar Layout			
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>Supply, Delivery, and Installation of Two (2) Units Brand-New Movable Dual-Writing Surface Whiteboard with Monthly Calendar Layout</u> Delivery Period: Thirty (30) calendar days upon receipt of Purchase Order Delivery Address: Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City, Philippines Specification The supplier shall provide, deliver, and install two (2) units of brand-new movable dual-writing surface whiteboards intended for office planning, meetings, presentations, and collaborative work activities. Each whiteboard shall be constructed from doable and high-quality materials suitable for regular office use and designed to provide a smooth writing and erasing experience. Each unit shall feature a dual-writing surface configuration. One side shall consist of a standard dry-erase whiteboard for presentations, discussions, and note-taking activities, while the opposite side shall contain a pre-formatted monthly calendar layout for scheduling project monitoring, activity planning, and task management. Both writing surfaces shall be compatible with standard dry-erase markers and shall allow easy cleaning without leaving stains, ghosting, or marker residue. The opposite side of the whiteboard shall have a permanently screen-printed monthly calendar layout. The printed markings shall be dry-erase compatible,	**1 lot**		

fade-resistant, and shall not affect the erasability of dry-erase markers. Each unit shall include a built-in marker tray or pen holder, and all necessary accessories required for proper assembly and operation. The supplier shall ensure that all components are complete, functional, and free from defects upon delivery. The whiteboard shall feature a dual-writing surface configuration with an overall board size of four (4) feet by six (6) feet. The board shall be mounted on a sturdy aluminum or powder-coated steel frame and equipped with heavy-duty caster wheels with locking mechanisms to facilitate mobility and ensure stability during use. The board shall be capable of rotating or flipping to allow convenient access to both writing surfaces and shall include a secure locking mechanism to maintain the desired position during operation. The writing surface is magnetic, provided that it is suitable for use with standard dry-erase markers and allows easy cleaning without staining, ghosting or marker residue. Each unit shall include a built-in marker tray or pen holder, and all necessary accessories required for proper assembly and operation. The supplier shall ensure that all components are complete, functional, and free from defects upon delivery. All items delivered shall be brand new, unused, and free from manufacturing defects. The procuring entity reserves the right to inspect and verify the delivered items to ensure compliance with the required specification prior to acceptance. The supplier shall provide a sample design layout for the proposed whiteboard, including all printed elements, as part of their bid submission. Delivery, installation, and testing of the two (2) units of movable dual-writing surface whiteboards shall be completed within thirty (30) calendar days upon receipt of the Notice to Proceed and/or Purchase Order. ***With attached Photo/ Illustration for reference.***			
********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 thirty (30) 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 Two (2) Units Brand-New Movable Dual-Writing Surface Whiteboard with Monthly Calendar Layout	
Approved Budget for the Contract	**Total Offered Quotation (Inclusive of VAT)**
Thirty Thousand Pesos (PhP30,000.00)	**In words:** **In figures**:

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

Sample Photo/ Illustration