



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 29 February 2024

RFQ No. : 2024-02-004

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Procurement of Tokens for the 2024 United Nations Women Commission on the Status of Women (CSW) under the Gender and Development Focal Point System (Procurement/Contract No. 2024-PCO-007)**, with an Approved Budget for the Contract in the amount of **Forty-Seven Thousand Four Hundred Pesos (PHP 47,400.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ **via e-mail (bac1@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 01 March 2024 at 03:00PM.**

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.)

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.** Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at bac1@pco.gov.ph

Original Signed
MARY LOUISE U. MAGLONZO
Member, BAC Secretariat

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Tokens for the 2024 United Nations Women Commission on the Status of Women (CSW) under the Gender and Development Focal Point System (Procurement/Contract No. 2024-PCO-007)		
<i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of the each "Specifications".</i>		
Technical Specifications	Quantity	Statement of Compliance
Tote Bags A. Materials <ul style="list-style-type: none">• Canvas or Cotton (bag body including handle) B. Size <ul style="list-style-type: none">• Width: 13 inches• Height: 15 inches C. Printing of Design <ul style="list-style-type: none">• Stitched D. Color <ul style="list-style-type: none">• Natural Color or White E. Design <ul style="list-style-type: none">• Sublimation Print• See Annex "A" for design/layout (subject for approval)	200	
Notebooks A. Type <ul style="list-style-type: none">• Spiral Notebook (spiral on top) or Leather Notebook B. Size <ul style="list-style-type: none">• A5 Notebook• Width: 5.8 inches (148 mm)• Length: 8.3 inches (210 mm) C. Design and/or Text Details <ul style="list-style-type: none">• See Annex "A" for design/layout (subject for approval) D. Variation <ul style="list-style-type: none">• Blank Paper	200	

<p>E. Number of Leaves</p> <ul style="list-style-type: none"> At least 60 pages <p>F. GSM of Paper</p> <ul style="list-style-type: none"> 80 gsm 		
<p>Ballpen</p> <p>A. Type</p> <ul style="list-style-type: none"> Ballpoint Metal <p>B. Size</p> <ul style="list-style-type: none"> 14 cm x 1 cm x 1 cm Needle tip: 0.7 mm <p>C. Design and/or text Details</p> <ul style="list-style-type: none"> See Annex "A" for design/layout (subject for approval) 	200	
<p>General Conditions:</p> <ol style="list-style-type: none"> Delivery date: 7 days after signing of Notice of Award; Payment shall be made in full upon complete delivery. Partial payment not allowed; Suppliers shall quote the lowest price on the items listed and submit filled out quotation duly signed by their representative; Payment will be on a NO DOWN PAYMENT, SEND BILL ARRANGEMENT (i.e., full payment will be made after the completion of the event or delivery of the service); and Landbank Account is preferred to avoid bank charges; if not, the supplier must cover the bank charge. 		

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate "0" if item being offered is for free.

<p align="center">Tokens for the 2024 United Nations Women Commission on the Status of Women (CSW) under the Gender and Development Focal Point System (Procurement/Contract No. 2024-PCO-007) ABC: Forty-Seven Thousand Four Hundred Pesos (PHP 47,400.00)</p>	
<p align="center">Your Total Offered Quotation in Words</p>	<p align="center">In figures</p>

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.**
10. 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 PCO shall rescind 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.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	

Procurement of Tokens for the 2024 United Nations Women Commission on the Status of Women (CSW) under the Gender and Development Focal Point System (Procurement/Contract No. 2024-PCO-007)

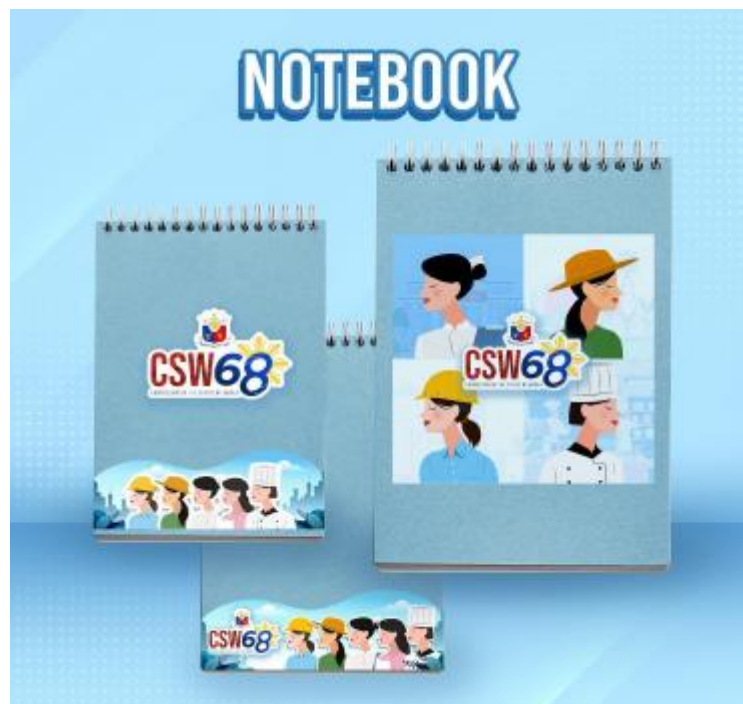
REFERENCE IMAGE

ANNEX "A"

1. Tote Bag



2. Notebook



3. Ballpen

