



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 19 April 2024

RFQ No. : 2024-04-009

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 Information, Education, and Communications (IEC) Materials for the Internal Quality Audit (Procurement/Contract No. 2024-PCO-039)**, with an Approved Budget for the Contract in the amount of **One Hundred Nine Thousand Pesos (PHP 109,000.00)**.

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 \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 25 April 2024 at 02:00PM.**

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.); and
2. Duly Fille Omnibus Sworn Statement (*template attached hereto as Annex “A”*.) to be Notarized by the eligible Lowest/Single Calculated Bidder.

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](mailto:bac1@pco.gov.ph)

Original Signed  
**MILDRED A. GACUTAN**  
 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:

**Procurement of Information, Education, and Communications (IEC) Materials for the Internal Quality Audit (Procurement/Contract No. 2024-PCO-039)**

*Important Note: State “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of the each “**Specifications**”.*

<b>Technical Specifications</b>	<b>Statement of Compliance</b>
<p><b>JACKETS FOR THE QUALITY MANAGEMENT SYSTEM COMMITTEE</b></p> <ul style="list-style-type: none"> <li>▪ <b>Items should be customized with Bagong Pilipinas and Presidential Communications (PCO) logo and text on the back</b></li> <li>▪ <b>Color:</b> <ul style="list-style-type: none"> <li>- Black (40 pcs)</li> <li>- Dark Gray (60 pcs)</li> </ul> </li> <li>• <b>Style:</b> <ul style="list-style-type: none"> <li>- Corporate Jackets;</li> <li>- Collared;</li> <li>- With black zipper and</li> <li>- With left and right flap pockets in front</li> </ul> </li> <li>▪ <b>Sizes:</b> XS, S, M, L, XL, 2XL, 3XL (Unisex)</li> <li>▪ <b>Fabric:</b> Premium Thick Polyester</li> <li>▪ <b>Print Details:</b> <ul style="list-style-type: none"> <li>❖ <b>Dark Gray Jacket</b> <ul style="list-style-type: none"> <li>- Embroidered Bagong Pilipinas and Presidential Communications Office logo on the back</li> <li>- Embroidered Presidential Communications Office (1<sup>st</sup></li> </ul> </li> </ul> </li> </ul>	

line) and QMS Committee (2<sup>nd</sup> line) on the back

- Font Style: **Arial**
- ❖ **Black Jacket**
- Embroidered Bagong Pilipinas and Presidential Communications Office logo on the back
- Embroidered Presidential Communications Office on the back
- Font Style: Arial

**Sample Jacket:**

**Front (Both Black and Dark Gray: Plain)**



**Sample Dark Gray Jacket (Back)**



**Sample Black Jacket (Back)**



**Other Details:**

- The number of quantities per sizes shall be determined during the actual fitting of sample;
- Full delivery of jackets should be within twenty-one (21) Calendar days after the approval of the sample.

**Important Notes:**

- i. Payment will be on a Send Bill Arrangement (i.e., full payment will be made after the completion of the event). Thus, no down payment will be made;
- ii. The price quotation shall be inclusive of all costs and applicable taxes (i.e., VAT, delivery fee, bank, and other charges);
- iii. Sample items must be delivered five (5) calendar days upon receipt of Notice to Proceed;
- iv. Sample fees waived; and
- v. All items must be delivered within twenty-one (21) calendar days after the approval of the sample.

**General Conditions:**

- i. Supplier shall submit signed proposal/quotation and submit details of your company;
- ii. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;
- iii. Supplier must be **PhilGEPS Accredited (at least Red Membership registration)**;

<ul style="list-style-type: none"> <li>iv. No down payment:</li> <li>v. Payment will be on a <b>SEND BILL ARRANGEMENT</b>, i.e., full payment will be made after the completion of the event of delivery of the service/product;</li> <li>vi. Price validity shall be for a period of sixty (60) calendar days;</li> <li>vii. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.)</li> <li>viii. Payment processing is after service/product have been delivered; and</li> <li>ix. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s.</li> </ul>	
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**FINANCIAL OFFER**

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

<b>Procurement of Information, Education, and Communications (IEC) Materials for the Internal Quality Audit (Procurement/Contract No. 2024-PCO-039), ABC: One Hundred Nine Thousand Pesos (PHP 109,000.00)</b>	
<i>Unit Price</i>	<i>Total Price per Item (Inclusive of taxes)</i>
<i>Your Total Offered Quotation in Words</i>	<i>In figures</i>

<p><b>Terms of Payment:</b></p> <p><i>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.</i></p> <p><b><u>Payment Details:</u></b></p> <p><i>Banking Institution:</i></p> <p><i>Account Number:</i></p> <p><i>Account Name:</i></p> <p><i>Branch:</i></p>
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**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	