



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 28 May 2024

RFQ No. : 2024-05-079

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 Creative Management Trainings of OUCP (Procurement/Contract No. 2024-05-079)**, with an Approved Budget for the Contract in the amount of **Six Hundred Sixty-Five Thousand Pesos (PHP 665,000.00)**.

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 03 June 2024 at 10:00AM.**

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.);
2. Latest Income/Business Tax Return; and
3. Duly Filled 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

Original Signed
MILDRED A. GACUTAN
 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:

Procurement of Information, Education, and Communications (IEC) Materials for the Creative Management Trainings of OUCP (Procurement/Contract No. 2024-05-079) <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
Item: Customized Polo Shirt Design: <ul style="list-style-type: none"> • Plain White • Plain Black • White Polo shirt with black sleeves and collar Style: Collared Size: (Men’s Size: S, M, L, XL, 2XL, 3XL) Other Details: Quantities per size shall be determined during the actual fitting of sample Fabric: At least 60% cotton, 40% polyester Logo: Embroidered Logo Size: 2 inches W 2.5 inches L (front left side for PCO logo and back upper middle for BAGONG PILIPINAS LOGO)	300 pcs (100 pcs each design)	
Broid Design:		



Reference Photo:



Item: Customized Jacket

Color: Black

Style: Corporate Jacket, Collared with zipper and with left and right flap pockets in front

Size: XS, S, M, L, XL, 2XL, 3XL (unisex)

Other Details: Quantities per size shall be determined during the actual fitting of sample

Fabric: Premium Thick Polyester

Materials: Silver Zipper

Logo: Embroidered Logo Size: 2 inches W 2.5 inches L (front left side for PCO LOGO and back upper middle for BAGONG PILIPINAS LOGO)

100 pcs

Reference Photo:



Item: Customized Laptop Bag: Backpack

100 pcs

Size: Fits 15" laptop

Color: Black

Includes pockets:

- side pockets
- safety zipper pocket inside
- laptop compartment
- main bin

Material: Leather Fabric

Logo: Embossed in Leather

Logo Size: 3 inches W and 4 inches L (side pockets) Left Side - PCO LOGO Right Side - CONTENT PRODUCTION LOGO

Reference Photo:

Front:



Side:



Broid Design:





Item: Customized Canvas Tote Bag
Size: A3 (40cm H x 35cm L x 8cm W)
Printing: Silk Screen Printing
Color: Black
Logo size: 4 inches W and 5 inches L
Material: Canvas Inclusion:

100 pcs

Reference Photo:



<p>Item: Custom ID Lace Materials: Fine Polyester Length: 32 inches Width: 1 mm Inclusive of Portrait Card Holder</p>	<p>100 pcs</p>	
<p>Reference Photo:</p> 		
<p>Item: Custom Spiral Notepad / Notebook Size: 4" x 6" (size vary depending on the available item) Binding Location: Top of Notebook Sheets per Book: 50 page (minimum) Page Customization: Blank Paper (No Lines) Ballpen: Color: Black Style: Generic</p>	<p>100 pcs</p>	
<p>Reference Photo:</p> 		
<p>Important Notes:</p> <ul style="list-style-type: none"> The supplier must ensure that the items provided have undergone rigorous inspection and that no damaged / missing items will be delivered. 		

<ul style="list-style-type: none"> • The supplier shall deliver the product on or before the specified delivery date/s to avoid incurring liquidated damages for late delivery of services/goods. • Final or additional requirements and instructions shall be determined by the representative End User Unit. • Sample Item must be delivered seven (7) calendar days from signing of the Notice of Award • Inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.) 		
<p>GENERAL CONDITIONS:</p> <ul style="list-style-type: none"> 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); iv. No down payment: v. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product; vi. Price validity shall be for a period of sixty (60) calendar days; 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.) viii. Payment processing is after service/product have been delivered; and ix. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s 		

FINANCIAL OFFER

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

Procurement of Information, Education, and Communications (IEC) Materials for the Creative Management Trainings of OUCP (Procurement/Contract No. 2024-05-079)
ABC: Six Hundred Sixty-Five Thousand Pesos (PHP 665,000.00)

<i>Item No.</i>	<i>Description/Technical Specifications</i>	<i>Unit Price</i>	<i>Quantity and Unit of Measure</i>	<i>Total Price per Item (inclusive of taxes)</i>
1	Customized Polo Shirt		300 pcs	
2	Customized Jacket		100 pcs	
3	Customized Laptop Bag: Backpack		100 pcs	
4	Customized Canvas Tote Bag		100 pcs	
5	Custom ID Lace		100 pcs	
6	Custom Spiral Notepad / Notebook		100 pcs	
Grand Total in words:			Grand Total in figures:	

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:

- Suppliers/Service providers shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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	