Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

Date: March 27, 2023
P.R. No. SE-2023-03-20-001

Name of Company:_____

Address:_____

Name of Store/ Shop:_____

Address:_____

TIN: _____

PhilGEPS Registration Number:_____

The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **Supply and Delivery of Customized Lanyard for PSC Employees' ID** in accordance with Section 52.1 (b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly sealed and signed by you or your duly authorized representative **not later than March 30, 2023 at 5:00 PM.** A copy of your 2023 Mayor's/Business Permit and valid PhilGeps number is also required to be submitted along with your quotation/proposal, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila. Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone Nos. 8 525-0808/8 523-9831 loc.143, 175 or email address pscprocurement@yahoo.com, procurementfor2018@gmail.com and copy bac@psc.gov.ph

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman
Bids and Awards Committee

INSTRUCTION

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:

	Statement of Compliance		
TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
PROJECT NAME: **Supply and Delivery of Customized Lanyard for PSC Employees' ID**			
Item 1			
ID LACE - LANYARD – 500pcs			
>lanyard (sublimation 3/4inch)			
>Back-to-back print, as per design			
>2 hook (as per sample)			
>Color: Blue and Red			
>Length: 36 inches			
>Size: 1" width			
>Print Text: Philippine Sports Commission & PSC			
>Logo: PSC Logo			
>162 pixels x 162 pixels			
>Font: Archivo Narrow Bahnschrift			
NOTE: Supplier must provide actual sample for the above mentioned item upon submission of the quotation			
nothing follows			
Delivery Requirement:			
Can deliver within Fifteen (15) calendar days			

FINANCIAL OFFER:

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

Supply and Delivery of Customized Lanyard for PSC Employees' ID			
Approved Budget for Contract	**Quantity in Pieces (A)**	**Offered Price per pc (B)**	**Your Total Offered Quotation (A x B)**
Item 1 **ID LACE - LANYARD** Twenty Nine Thousand Two Hundred Fifty Pesos (PhP 29,250.00)	500 pcs		In Figures:
Grand Total Twenty Nine Thousand Two Hundred Fifty Pesos (PhP 29,250.00)	**Total Offered Quotation**		In Words: In Figures:

TERMS AND CONDITIONS:

1) Bidders 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 the 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 initiated 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 PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC 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.
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.
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 PSC 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.

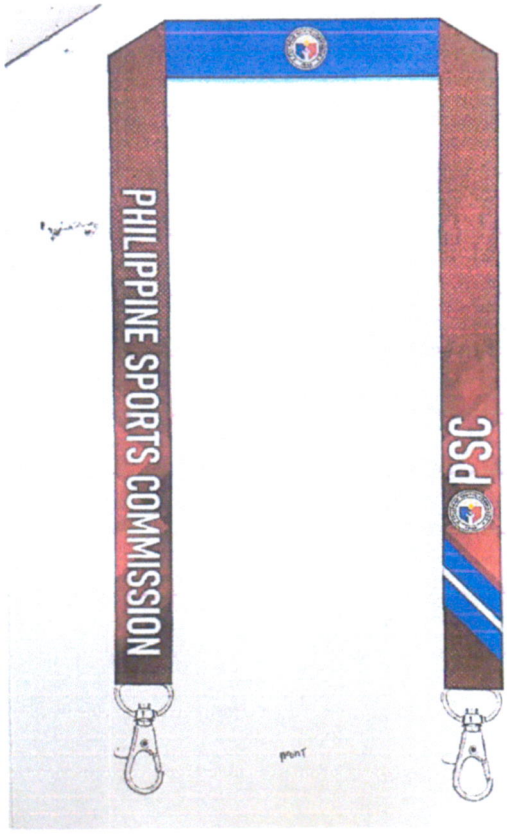
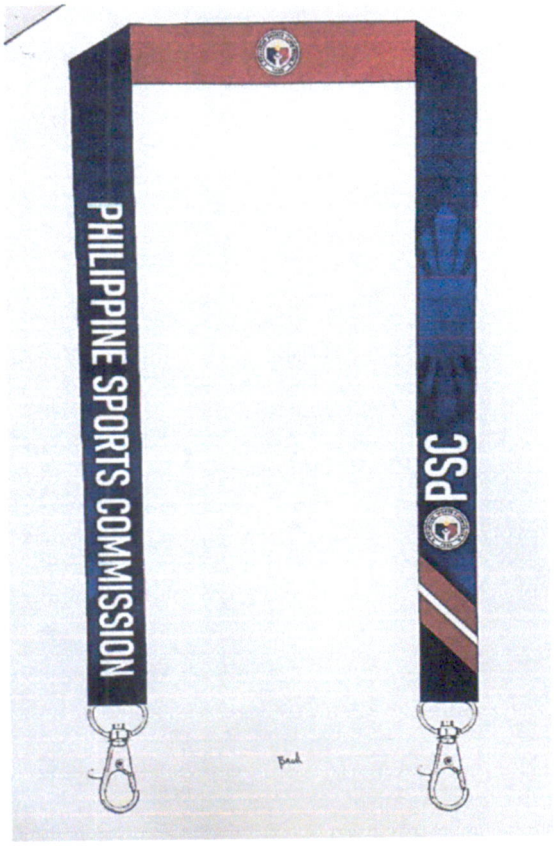
_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
E-Mail Address/es

SAMPLE DESIGN FOR ID LACE – LANYARD (FRONT)



SAMPLE DESIGN FOR ID LACE – LANYARD (BACK)