



Republic of the Philippines  
Office of the President

**PHILIPPINE SPORTS COMMISSION**

**REQUEST FOR QUOTATION**

Date: May 17, 2023  
P.R. No. ADMIN-2023-05-02-001

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 Service Plaque for PSC Loyalty Awardees on the 33rd PSC Anniversary** 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 May 20, 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](mailto:pscprocurement@yahoo.com), [procurementfor2018@gmail.com](mailto:procurementfor2018@gmail.com) and copy [bac@psc.gov.ph](mailto: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:

| TECHNICAL SPECIFICATIONS:   | Statement of Compliance |    |         |
|---|-------------------------|----|---------|
|   | YES                     | NO | REMARKS |
| <b>PROJECT NAME:</b>  |                         |    |         |
| <b>Supply and Delivery of Service Plaque for PSC Loyalty Awardees on the 33rd PSC Anniversary</b> |                         |    |         |
| <b>Item 1</b>   |                         |    |         |
| <b>10 Years in Government Service – 2pcs</b>  |                         |    |         |
| <b>Item 2</b>   |                         |    |         |
| <b>15 Years in Government Service – 1pc</b>   |                         |    |         |
| Technical Specification:  |                         |    |         |
| >12" height (as per design)   |                         |    |         |
| >Black Acrylic for the base   |                         |    |         |
| 1 <sup>st</sup> base – 17cm L x 6cm W with 1cm height/thickness                                   |                         |    |         |
| 2 <sup>nd</sup> base – 16cm L x 4.5cm W with 1cm height/thickness                                 |                         |    |         |
| >Clear beveled acrylic for the body – thickness 0.5cm   |                         |    |         |
| >Logo Size (Brass) – 5cm dia. (Black Acrylic) – 5.3cm dia. (Clear Acrylic) – 6.5cm dia.           |                         |    |         |
| >Graphics and text size – 22cm H x 11.5cm W (as per design)                                       |                         |    |         |
| <b>Item 3</b>   |                         |    |         |
| <b>25 Years in Government Service – 2pcs</b>  |                         |    |         |
| <b>Item 4</b>   |                         |    |         |
| <b>30 Years in Government Service – 3pcs</b>  |                         |    |         |
| Technical Specification:  |                         |    |         |
| >11" height (as per design)   |                         |    |         |
| >Clear Acrylic Size Body: 4.5" W x 9" H, 1cm thickness  |                         |    |         |
| Design size: 25cm H x 11cm W (as per design)  |                         |    |         |
| >Base black acrylic   |                         |    |         |
| 1 <sup>st</sup> base – 17cm L x 11cm W with 1cm height/thickness                                  |                         |    |         |
| 2 <sup>nd</sup> base – 15cm L x 9.5cm W with 1cm height/thickness                                 |                         |    |         |
| 3 <sup>rd</sup> base – 13cm L x 7.5cm W with 1cm height/thickness                                 |                         |    |         |
| >Black Acrylic (4.5cm dia) w/logo etched on brass (3.5cm dia)                                     |                         |    |         |
| >Black Acrylic (Bend) – 14.5cm with 19cm height   |                         |    |         |
| >Brass plate with details (Bend) – 12.5cm with 18.5cm height (as per design)                      |                         |    |         |
| >As per sample design   |                         |    |         |
| ***nothing follows***   |                         |    |         |
| <b>Delivery Requirement:</b>  |                         |    |         |
| Can deliver within Thirty (30) 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.

| <b>Supply and Delivery of Service Plaque for PSC Loyalty Awardees on the 33rd PSC Anniversary</b>                            |                                |                          |   |
|--|--------------------------------|--------------------------|---|
| Approved Budget for Contract   | Quantity in Pieces (A)         | Offered Price per pc (B) | Your Total Offered Quotation (A x B)                                  |
| <b>Item 1</b><br><b>Service Plaques, 10 Years in Government Service</b><br>Three Thousand Four Hundred Pesos (PhP 3,400.00)  | 2 pcs                          |                          | In Figures:<br>_____<br>_____   |
| <b>Item 2</b><br><b>Service Plaques, 15 Years in Government Service</b><br>One Thousand Seven Hundred Pesos (PhP 1,700.00)   | 1 pc                           |                          |   |
| <b>Item 3</b><br><b>Service Plaques, 25 Years in Government Service</b><br>Eight Thousand Four Hundred Pesos (PhP 8,400.00)  | 2 pcs                          |                          |   |
| <b>Item 4</b><br><b>Service Plaques, 30 Years in Government Service</b><br>Twelve Thousand Six Hundred Pesos (PhP 12,600.00) | 3 pcs                          |                          |   |
| <b>Grand Total</b><br>Twenty Six Thousand One Hundred Pesos (PhP 26,100.00)  | <b>Total Offered Quotation</b> |                          | In Words:<br>_____<br>_____<br>_____<br>In Figures:<br>_____<br>_____ |