



Republic of the Philippines  
Office of the President

PHILIPPINE SPORTS COMMISSION



## REQUEST FOR QUOTATION

Date: May 9, 2024  
P.R. No. ADMIN-2024-04-26-003

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 Various Office Supplies for Accounting Office** 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 signed by you or your duly authorized representative **not later than May 12, 2024 at 5:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2024 Mayor's/Business Permit

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 No. 8 523-9831 loc.143 or email address [pscprocurement@yahoo.com](mailto:pscprocurement@yahoo.com), [procurement@psc.gov.ph](mailto:procurement@psc.gov.ph) and copy [bac@psc.gov.ph](mailto:bac@psc.gov.ph)

  
**DIR. PAULO FRANCISCO C. TATAD**  
BAC Chairperson  
Bids and Awards Committee

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:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME:			
<b>Supply and Delivery of Various Office Supplies for Accounting Office</b>			
<b>Item 1</b>			
Horizontal Arch File System – 150 Pcs			
<b>Item 2</b>			
Looseleaf Folder, Legal (50pcs/bundle) – 10 Bundles			
<b>Item 3</b>			
Sign Pen 0.05, Black – 30 Pcs			
<b>Item 4</b>			
Compact Disk (Rewritable) – 300 Pcs			
<b>Item 5</b>			
Canon Pixma GI-790 Genuine Ink Black, 135ml – 2 Bottles			
<b>Item 6</b>			
HP GT53 Genuine Ink Black, 90ml – 24 Bottles			
<b>Item 7</b>			
HP GT52 Genuine Ink Cyan, 70ml -7 Bottles			
<b>Item 8</b>			
HP GT52 Genuine Ink Magenta, 70ml – 7 Bottles			
<b>Item 9</b>			
HP GT52 Genuine Ink Yellow, 70ml – 7 Bottles			
<b>Item 10</b>			
LC673 Genuine Ink Light Cyan, 70ml for Epson L805 – 2 Bottles			
<b>***nothing follows***</b>			
<b>Delivery Requirement:</b>			
Can deliver within Twenty (20) 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 Various Office Supplies for Accounting Office</b>			
Approved Budget for Contract	Quantity in Pcs, Bundles, Bottle (A)	Offered Price per Pcs, Bundles, Bottle (B)	Your Total Offered Quotation (A x B)
<b>Item 1 Twenty-One Thousand Pesos (Php 21,000.00)</b>	150 Pcs		In Figures: _____
<b>Item 2 Twenty-Five Thousand Pesos (Php 25,000.00)</b>	10 Bundles		In Figures: _____
<b>Item 3 One Thousand Nine Hundred Five Pesos (Php 1,905.00)</b>	30 Pcs		In Figures: _____
<b>Item 4 Seventeen Thousand Two Hundred Fifty Pesos (Php 17,250.00)</b>	300 Pcs		In Figures: _____
<b>Item 5 Nine Hundred Eighty-Nine Pesos (Php 989.00)</b>	2 Bottles		In Figures: _____
<b>Item 6 Seven Thousand Five Hundred Sixty Pesos (Php 7,560.00)</b>	24 Bottles		In Figures: _____
<b>Item 7 Two Thousand Three Hundred Twenty-Seven Pesos and Fifty Centavos (Php 2,327.50)</b>	7 Bottles		In Figures: _____
<b>Item 8 Two Thousand Three Hundred Twenty-Seven Pesos and Fifty Centavos (Php 2,327.50)</b>	7 Bottles		In Figures: _____
<b>Item 9 Two Thousand Three Hundred Twenty-Seven Pesos and Fifty Centavos (Php 2,327.50)</b>	7 Bottles		In Figures: _____
<b>Item 10 One Thousand Sixty Pesos (Php 1,060.00)</b>	2 Bottles		In Figures: _____

<b>Grand Total</b> <b>Eighty-One Thousand</b> <b>Seven Hundred Forty-Six</b> <b>Pesos and Fifty Centavos</b> <b>(Php 81,746.50)</b>	<b>Total Offered Quotation</b>	In Words: _____ _____ _____  In Figures: _____
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**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