



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: May 10, 2024
P.R. No. SE-2024-04-30-001

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 **Supply and Delivery of Various Supplies for Reserved Officers' Training Corps (ROTC) Games 2024 (Luzon, Visayas, Mindanao Legs and National Championships)** accordance with **Section 53.9 Small Value Procurement** 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 13, 2024 at 10:00 AM**. 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, procurement@psc.gov.ph and copy bac@psc.gov.ph


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: Supply and Delivery of Various Supplies for Reserved Officers' Training Corps (ROTC) Games 2024 (Luzon, Visayas, Mindanao Legs and National Championships)			
LOT 1 - OFFICE SUPPLIES			
Item 1			
Plastic Expanding Envelope, Size: Long Button Lock – 40 Pcs			
Item 2			
Expanding Envelope, Size: Legal, With Elastic Band for Ease of Handling, Color Red – 62 Pcs			
Item 3			
Folder, Size: Short, Color: White – 40 Pcs			
Item 4			
Folder, Size: Long, Color: White – 100 Pcs			
Item 5			
Folder, Pre-Punched, Size: Long, Color: White – 40 Pcs			
Item 6			
Plastic Folder, Size: Long, Color: Clear – 50 Pcs			
Item 7			
Clip Board, Size: Long, Metal Clip, Color: Black – 20 Pcs			
Item 8			
Specialty Paper, Letter Size, Color: White, 180 gsm, 10 sheets per pack – 25 Packs			
Item 9			
Paper Clip, Plastic, No. 50, 50mm, 118g, Round Vinyl, Assorted Colors – 10 Boxes			
Item 10			
Binder Clip, Size: 1 5/8" Width, 1 dozen per Box – 5 Boxes			
Item 11			
Ballpen Crystal, Black, 25 pcs/box – 10 Boxes			
Item 12			
Ballpen Crystal, Red – 50 Pcs			
Item 13			
Ballpen Crystal, Blue – 100 Pcs			
Item 14			
Sign Pen, 0.5mm, Black – 10 Pcs			
Item 15			
Highlighter, Color: Assorted, 4 Pieces per pack – 5 Packs			

Item 16			
Permanent Marker, Color: Black, Bullet Point, 12 Pieces per Box – 10 Boxes			
Item 17			
Permanent Marker, Color: Red, Bullet Point, 12 Pieces per Box – 6 Boxes			
Item 18			
Whiteboard Marker, Color: Blue, Bullet Point, 12 Pieces per Box – 2 Boxes			
Item 19			
Whiteboard with Aluminum Frame, Magnetic, 12 inches Width x 9 Inches Length – 6 Pcs			
Item 20			
Multi-Purpose Glue, Color: White, Packaging Size: 473 ml – 5 Pcs			
Item 21			
Stationery Tape, Clear, 1/2 Inch Width x 30m Length – 10 Rolls			
Item 22			
Stationery Tape, Clear, 1 Inch Width x 30m Length – 10 Rolls			
Item 23			
Packaging Tape, Clear, 2 Inches Width x 100m Length – 18 Rolls			
Item 24			
Packaging Tape, Brown, 2 Inches Width x 80m Length – 30 Rolls			
Item 25			
Masking Tape, 1 inches Width x 50m Length – 40 Rolls			
Item 26			
Masking Tape, 2 inches Width x 55m Length – 44 Rolls			
Item 27			
Cloth Duct Tape, 3 Inches Width x 25m Length, Color: Gray – 15 Rolls			
Item 28			
Cloth Duct Tape, 3 Inches Width x 25m Length, Color: Black – 25 Rolls			
Item 29			
Cloth Duct Tape, 4 Inches Width x 50m Length, Color: Black – 90 Rolls			
Item 30			
Cloth Duct Tape, 2 Inches Width x 10m Length, Color: Green – 20 Rolls			
Item 31			
Cloth Duct Tape, 3 Inches Width x 25m Length, Color: Green – 18 Rolls			
Item 32			
Cloth Duct Tape, 3 Inches Width x 25m Length, Color: Red – 100 Rolls			
Item 33			
Cloth Duct Tape, 3 Inches Width x 25m Length, Color: Yellow – 20 Rolls			
Item 34			
Cloth Duct Tape, 3 Inches Width x 25m Length, Color: Blue – 100 Rolls			
more on the next page			

Item 35			
Lane Marking Tape, Size: 2" Width x 33m Length, Color: White – 20 Rolls			
Item 36			
Rubber Band, Item Weight: 100g, Non-Slip Base, Small Size: Natural Color – 1 Box			
Item 37			
Scissors, Soft 17 cm – 4 Pcs			
Item 38			
Cutter, Heavy Duty, Auto Lock System, Blade size: 18mm – 1 Pc			
Item 39			
AAA Battery, Alkaline, 4 Pieces per pack (Branded) – 10 Packs			
Item 40			
AA Battery, Alkaline, 4 Pieces per pack (Branded) – 10 Packs			
Item 41			
Tacker Wire, Size 1/2 Inch, 1,000 Pieces per Box – 5 Boxes			
Item 42			
Digital Hand Tally Counter, Count Range: 0000 to 9999, Counter Size: Approx. 4.5cm Diameter x 3cm Width, Material: Stainless Steel, Plastic, Color: Silver – 6 Pcs			
Item 43			
Long Tape Measure, 30m/100ft (Branded), Reinforced Fiberglass Tape – 4 Pcs			
Item 44			
Alcohol, Isopropyl 70%, 250ml – 50 Bottles			
LOT 2: VARIOUS SUPPLIES			
Item 45			
Utility Pail, Capacity: 10L, Color: Red – 4 Pcs			
Item 46			
Utility Pail, Capacity: 10L, Color: Blue – 4 Pcs			
Item 47			
Laundry Basket with Handle, Material: Plastic, Size: 32.5cm x 49cm x 41cm – 10 Pcs			
Item 48			
Storage and Organizing Box, Capacity: 95L, Resins, Plastic, 6 Spinners, Snap Lock, Measurements: 67.6cm Length x 47.8cm Width x 41cm Height – 5 Pcs			
Item 49			
Multipurpose Rags, Round, Material: Cloth – 80 Pcs			
Item 50			
Disinfectant Spray, Lavender Scent, 340g – 5 Bottles			
Item 51			
Microfiber Floor Mop, Dual-Side Head Professional Dust Mop, can be used as both wet and dry mop – 16 Pcs			
Item 52			
Ziplock Bag, Clear, 7 inches Width x 10 Inches Length – 400 Pcs			
Item 53			
Garbage Bag, Clear Plastic (For Athletes Baggage), 20 Inches x 30 inches, 100pcs/set – 5 Packs			
more on the next page			

Item 54			
Surgical Gloves, Latex, Medium, 100 pcs/box – 14 Boxes			
Item 55			
Surgical Gloves, Latex, Large, 100 pcs/box – 35 Boxes			
Item 56			
Sterilized Gauzed Pads, 4 inches x 4 inches, 100 Pieces per Pack – 10 Boxes			
nothing follows			
Delivery Requirement:			
Can deliver on or before May 17, 2024			

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 Various Supplies for Reserved Officers' Training Corps (ROTC) Games 2024 (Luzon, Visayas, Mindanao Legs and National Championships)			
Approved Budget for Contract	Quantity in Pcs, Packs, Boxes, Rolls and Bottle (A)	Offered Price per Pcs, Packs, Boxes, Rolls and Bottle (B)	Your Total Offered Quotation (A x B)
LOT 1 – OFFICE SUPPLIES			
Item 1 Seven Hundred Sixty Pesos (Php 760.00)	40 Pcs		In Figures: _____
Item 2 One Thousand Four Hundred Twenty-Six Pesos (Php 1,426.00)	62 Pcs		In Figures: _____
Item 3 Two Hundred Sixty Pesos (Php 260.00)	40 Pcs		In Figures: _____
Item 4 Seven Hundred Pesos (Php 700.00)	100 Pcs		In Figures: _____
Item 5 Three Hundred Twenty Pesos (Php 320.00)	40 Pcs		In Figures: _____
Item 6 Five Hundred Fifty Pesos (Php 550.00)	50 Pcs		In Figures: _____

Item 7 One Thousand Nine Hundred Sixty Pesos (Php 1,960.00)	20 Pcs		In Figures: _____
Item 8 One Thousand One Hundred Twenty-Five Pesos (Php 1,125.00)	25 Packs		In Figures: _____
Item 9 Eight Hundred Fifty Pesos (Php 850.00)	10 Boxes		In Figures: _____
Item 10 Two Hundred Twenty-Five Pesos (Php 225.00)	5 Boxes		In Figures: _____
Item 11 One Thousand Seven Hundred Fifty Pesos (Php 1,750.00)	10 Boxes		In Figures: _____
Item 12 Three Hundred Fifty Pesos (Php 350.00)	50 Pcs		In Figures: _____
Item 13 Seven Hundred Pesos (Php 700.00)	100 Pcs		In Figures: _____
Item 14 Three Hundred Fifty Pesos (Php 350.00)	10 Pcs		In Figures: _____
Item 15 Three Hundred Sixty Pesos (Php 360.00)	5 Packs		In Figures: _____
Item 16 One Thousand Seven Hundred Fifty Pesos (Php 1,750.00)	10 Boxes		In Figures: _____
Item 17 One Thousand Fifty Pesos (Php 1,050.00)	6 Boxes		In Figures: _____
Item 18 Four Hundred Thirty Pesos (Php 430.00)	2 Boxes		In Figures: _____
Item 19 Three Thousand Three Hundred Pesos (Php 3,300.00)	6 Pcs		In Figures: _____
Item 20 Two Thousand Four Hundred Fifty Pesos (Php 2,450.00)	5 Pcs		In Figures: _____

Item 21 Two Hundred Pesos (Php 200.00)	10 Rolls		In Figures: _____
Item 22 Two Hundred Fifty Pesos (Php 250.00)	10 Rolls		In Figures: _____
Item 23 One Thousand Four Hundred Four Pesos (Php 1,404.00)	18 Rolls		In Figures: _____
Item 24 Two Thousand Two Hundred Fifty Pesos (Php 2,250.00)	30 Rolls		In Figures: _____
Item 25 One Thousand Four Hundred Pesos (Php 1,400.00)	40 Rolls		In Figures: _____
Item 26 Two Thousand Seven Hundred Twenty-Eight Pesos (Php 2,728.00)	44 Rolls		In Figures: _____
Item 27 Four Thousand Fifty Pesos (Php 4,050.00)	15 Rolls		In Figures: _____
Item 28 Six Thousand Seven Hundred Fifty Pesos (Php 6,750.00)	25 Rolls		In Figures: _____
Item 29 Thirty-Five Thousand One Hundred Pesos (Php 35,100.00)	90 Rolls		In Figures: _____
Item 30 Four Thousand Two Hundred Pesos (Php 4,200.00)	20 Rolls		In Figures: _____
Item 31 Four Thousand Eight Hundred Sixty Pesos (Php 4,860.00)	18 Rolls		In Figures: _____
Item 32 Twenty-Seven Thousand Pesos (Php 27,000.00)	100 Rolls		In Figures: _____
Item 33 Five Thousand Four Hundred Pesos (Php 5,400.00)	20 Rolls		In Figures: _____
Item 34 Twenty-Seven Thousand Pesos (Php 27,000.00)	100 Rolls		In Figures: _____

Item 35 Five Thousand Three Hundred Pesos (Php 5,300.00)	20 Rolls		In Figures: _____
Item 36 Seventy-Five Pesos (Php 75.00)	1 Box		In Figures: _____
Item 37 Four Hundred Sixty Pesos (Php 460.00)	4 Pcs		In Figures: _____
Item 38 Ninety Pesos (Php 90.00)	1 Pc		In Figures: _____
Item 39 One Thousand One Hundred Eighty Pesos (Php 1,180.00)	10 Packs		In Figures: _____
Item 40 One Thousand One Hundred Fifty Pesos (Php 1,150.00)	10 Packs		In Figures: _____
Item 41 Three Hundred Ninety Pesos (Php 390.00)	5 Boxes		In Figures: _____
Item 42 Two Thousand One Hundred Pesos (Php 2,100.00)	6 Pcs		In Figures: _____
Item 43 Three Thousand Pesos (Php 3,000.00)	4 Pcs		In Figures: _____
Item 44 Three Thousand Two Hundred Fifty Pesos (Php 3,250.00)	50 Bottles		In Figures: _____
Total for LOT 1 One Hundred Sixty Thousand Two Hundred Fifty-Three Pesos (Php 160,253.00)	Total Offered Quotation		In Words: _____ _____ _____ In Figures: _____
LOT 2 – VARIOUS SUPPLIES			
Item 45 Six Hundred Twenty Pesos (Php 620.00)	4 Pcs		In Figures: _____
Item 46 Six Hundred Twenty Pesos (Php 620.00)	4 Pcs		In Figures: _____
Item 47 One Thousand Eight Hundred Pesos (Php 1,800.00)	10 Pcs		In Figures: _____

Item 48 Four Thousand Seven Hundred Fifty Pesos (Php 4,750.00)	5 Pcs		In Figures: _____
Item 49 Three Hundred Sixty Pesos (Php 360.00)	80 Pcs		In Figures: _____
Item 50 Two Thousand Three Hundred Fifty Pesos (Php 2,350.00)	5 Bottles		In Figures: _____
Item 51 Three Thousand Nine Hundred Twenty Pesos (Php 3,920.00)	16 Pcs		In Figures: _____
Item 52 One Thousand Pesos (Php 1,000.00)	400 Pcs		In Figures: _____
Item 53 One Thousand Pesos (Php 1,000.00)	5 Packs		In Figures: _____
Item 54 Five Thousand One Hundred Ten Pesos (Php 5,110.00)	14 Boxes		In Figures: _____
Item 55 Fifteen Thousand Fifty Pesos (Php 15,050.00)	35 Boxes		In Figures: _____
Item 56 Two Thousand Five Hundred Pesos (Php 2,500.00)	10 Boxes		In Figures: _____
Total for LOT 2 Thirty-Nine Thousand Eighty Pesos (Php 39,080.00)	Total Offered Quotation		In Words: _____ _____ _____ In Figures: _____
Grand Total One Hundred Ninety-Nine Thousand Three Hundred Thirty-Three Pesos (Php 199,333.00)	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