



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: September 11, 2024
P.R. No. SE-2024-09-04-004

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 Customized Plaque for the BIMP-EAGA + NT Friendship Games 2024** 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 September 14, 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, procurement@psc.gov.ph and copy bac@psc.gov.ph


CHRISTOPHER B. GACUTAN
BAC Vice 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 Customized Plaque for the BIMP-EAGA + NT Friendship Games 2024 | | | |
| Item 1 | | | |
| Plaque for BIMP-EAGA Friendship Games (as per design) – 30 Pcs | | | |
| Design: | | | |
| >Type - Sublimation on katsa | | | |
| >Material - Katsa fabric with custom sublimation design for a vibrant and durable finish | | | |
| Body: | | | |
| >Material - Plywood base wrapped in sublimated katsa fabric for a sleek and professional appearance | | | |
| >Dimensions - 19cm (width) x 25cm (height) | | | |
| >Thickness - 1.25 inch | | | |
| >Finish - Smooth plywood surface wrapped meticulously with designed katsa fabric, ensuring no visible seams or imperfections | | | |
| Front Acrylic Panel: | | | |
| Material - Acrylic panel for displaying the text and details of the award | | | |
| >Dimensions - 15cm (width) x 18.5cm (height) | | | |
| >Thickness - 1 cm | | | |
| >Mounting - Elevated using a metal tube to create a floating effect above the wooden base | | | |
| >Engraving/Printing - The award details are engraved or printed on the acrylic panel, ensuring clarity and prominence | | | |
| Metal Tube: | | | |
| >Function - Supports the Acrylic panel, protruding it from the base to create depth and emphasis | | | |
| >Material - Durable metal with polished finish | | | |
| >Placement - Strategically placed to securely hold the acrylic panel in place while maintaining a sleek design. | | | |
| Black Acrylic Panel: | | | |
| >Function - Serves as a backing to conceal the upholstery of the katsa fabric, providing a clean and finished look. | | | |
| >Material - Black acrylic, ensuring that no upholstery or mounting elements are visible from the back, 0.5-inch distance from the edge of the plywood | | | |
| ***nothing follows*** | | | |
| Delivery Requirement: | | | |
| 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

| Supply and Delivery of Customized Plaque for the BIMP-EAGA + NT Friendship Games 2024 | | | |
|--|--------------------------------|--------------------------|---|
| Approved Budget for Contract | Quantity in Pc (A) | Offered Price per Pc (B) | Your Total Offered Quotation (A x B) |
| Item 1 Plaque for BIMP-EAGA Friendship Games (as per design) Sixty-Four Thousand Eight Hundred Pesos (Php 64,800.00) | 30 Pcs | | In Figures: _____ |
| Grand Total Sixty-Four Thousand Eight Hundred Pesos (Php 64,800.00) | 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 OF CUSTOMIZED PLAQUE

