



Republic of the Philippines
Office of the President
PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: September 18, 2024
P.R. No. SE-2024-09-06-005

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 Office Supplies for BIMP-EAGA + NT Friendship Games 2024 - Per Sports** 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 September 21, 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


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: Supply and Delivery of Various Office Supplies for BIMP-EAGA + NT Friendship Games 2024 - Per Sports			
FOR ARCHERY			
Item 1			
Gun Tacker Wire (size 6 or 8mm), 1000pcs/box – 1 Box			
Item 2			
Extension wire (50 meters) – 1 Pc >4 Socket, 220V, Cord Size: #16, Power Switch Thermal Cut-out Protection, Winding Knob			
Item 3			
Extension wire (5 meters) – 3 Pcs >With switch, 6 gang, Max. Capacity: 2500W			
Item 4			
Blue Ballpens – 15 Pcs			
Item 5			
Black Ballpens – 15 Pcs			
Item 6			
Red Ballpens – 15 Pcs			
Item 7			
Permanent Marker, Black – 3 Pcs			
Item 8			
Permanent Marker, Red – 2 Pcs			
Item 9			
Binder Clip, 1-5/8 inches, 12pcs/box – 1 Box			
Item 10			
Binder Clip, 2 inches, 12pcs/box – 1 Box			
FOR ATHLETICS			
Item 11			
Duct Tape Yellow, 2 inches x 25 meters – 4 Rolls			
Item 12			
Duct Tape Green, 2 inches x 25 meters – 4 Rolls			
Item 13			
Duct Tape Blue, 2 inches x 25 meters – 1 Rolls			
Item 14			
Expanding Envelopes, Brown, Legal – 12 Pcs			
Item 15			
Masking Tape, 2 inches x 25 yards – 3 Rolls			
Item 16			
Permanent Marker, Black – 2 Pcs			
more on the next page			

Item 17			
Permanent Marker, Blue – 2 Pcs			
Item 18			
Ballpens, Blue – 20 Pcs			
Item 19			
Ballpens, Black – 20 Pcs			
FOR BADMINTON			
Item 20			
Heavy Duty Dust Mop – 24 Pcs >Size: 47", rotating head, reusable and washable soft cotton yarn, aluminum handle			
Item 21			
Extension Wheel Cord (15 meters) – 2 Pcs >3 socket, 10A, Universal heavy-duty outlet			
Item 22			
Duct Tape Green, 3 inches x 25 meters – 100 Rolls			
Item 23			
Duct Tape Green, 2 inches x 25 meters -30 Rolls			
Item 24			
Masking Tape, 1-1/2 inches x 25 yards – 50 Rolls			
Item 25			
Alcohol, Isopropyl, 70% solution, 500ml – 20 Bottle			
Item 26			
Garbage Bag, XL, 10 bags/roll, Black – 25 Rolls			
Item 27			
Storage Box – 24 Pcs >150 Liters, Black, 100% Plastic			
FOR ESPORTS			
Item 28			
Ballpen, Black – 10 Pcs			
Item 29			
Ballpen, Black – 10 Pcs			
Item 30			
Scissor 8" – 2 Pcs			
Item 31			
Baby Powder, 200g – 2 Pcs			
Item 32			
Wet Wipes (80 sheets/pack) – 4 Packs			
Item 33			
Masking Tape, 3/4" x 25 yards – 2 Rolls			
Item 34			
Foam Type Double Adhesive, 24mm x 10m – 2 Pcs			
Item 35			
Push Pins, assorted colors, 100pcs/box – 2 Boxes			
FOR KARATE			
Item 36			
Ballpen, Black -10 Pcs			
Item 37			
Correction Tapes, 5mm x 8m – 2 Pcs			
Item 38			
Yellow Highlighter – 2 Pcs			
Item 39			
Whiteboard, 12" x 18" – 7 Pcs			
more on the next page			

Item 40			
Whiteboard Marker, Black -7 Pcs			
FOR PENCAK SILAT			
Item 41			
Ballpen, Black – 25 Pcs			
Item 42			
Heavy Duty Dust Mop – 4 Pcs			
>Size: 47", rotating head, reusable and washable soft cotton yarn, aluminum handle			
Item 43			
Broom/Walis Tambo with wooden handle – 4 Pcs			
Item 44			
Trash Bin – 6 Pcs			
>25 Liters, with Swing Cover, Durable High Quality Plastic Material			
FOR SEPAK TAKRAW			
Item 45			
Ballpen, Red – 50 Pcs			
Item 46			
Ballpen, Black – 25 Pcs			
Item 47			
Paper Clip, 50mm, 100 pcs/box – 1 Box			
Item 48			
Cartolina, White – 10 Pcs			
FOR SWIMMING			
Item 49			
Scissors 8" – 2 Pcs			
Item 50			
Ballpens, Black – 38 Pcs			
Item 51			
Masking Tape, 1 inch x 25 yards – 4 Rolls			
Item 52			
Transparent Tape, 2-inch x 50 meters – 3 Rolls			
Item 53			
Permanent Marker, Black – 1 Pc			
Item 54			
Yellow Green Highlighter – 1 Pc			
Item 55			
Orange Highlighter – 1 Pc			
Item 56			
Correction Fluid, 15ml – 1 Pc			
nothing follows			
Delivery Requirement:			
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

Supply and Delivery of Various Office Supplies for BIMP-EAGA + NT Friendship Games 2024 - Per Sports			
Approved Budget for Contract	Quantity in Pc, Rolls, Packs and Box (A)	Offered Price per Pc, Rolls, Packs and Box (B)	Your Total Offered Quotation (A x B)
Item 1 Gun Tacker Wire (size 6 or 8mm), 1000pcs/box Six Hundred Fifty Pesos (Php 650.00)	1 Box		In Figures: _____
Item 2 Extension wire (50 meters) Five Thousand Five Hundred (Php 5,500.00)	1 Pc		In Figures: _____
Item 3 Extension wire (5 meters) Six Thousand Pesos (Php 6,000.00)	3 Pcs		In Figures: _____
Item 4 Blue Ballpens One Hundred Five Pesos (Php 105.00)	15 Pcs		In Figures: _____
Item 5 Black Ballpens One Hundred Five Pesos (Php 105.00)	15 Pcs		In Figures: _____
Item 6 Red Ballpens One Hundred Five Pesos (Php 105.00)	15 Pcs		In Figures: _____
Item 7 Permanent Marker, Black Ninety Pesos (Php 90.00)	3 Pcs		In Figures: _____
Item 8 Permanent Marker, Red Sixty Pesos (Php 60.00)	2 Pcs		In Figures: _____
Item 9 Binder Clip, 1-5/8 inches, 12pcs/box Forty-One Pesos (Php 41.00)	1 Box		In Figures: _____

Item 10 Binder Clip, 2 inches, 12pcs/box Forty-Six Pesos (Php 46.00)	1 Box		In Figures: _____
Item 11 Duct Tape Yellow, 2 inches x 25 meters Eight Hundred Pesos (Php 800.00)	4 Rolls		In Figures: _____
Item 12 Duct Tape Green, 2 inches x 25 meters Eight Hundred Pesos (Php 800.00)	4 Rolls		In Figures: _____
Item 13 Duct Tape Blue, 2 inches x 25 meters Two Hundred Pesos (Php 200.00)	1 Roll		In Figures: _____
Item 14 Expanding Envelopes, Brown, Legal Two Hundred Forty Pesos (Php 240.00)	12 Pcs		In Figures: _____
Item 15 Masking Tape, 2 inches x 25 yards Two Hundred Sixty-One Pesos (Php 261.00)	3 Rolls		In Figures: _____
Item 16 Permanent Marker, Black Sixty Pesos (Php 60.00)	2 Pcs		In Figures: _____
Item 17 Permanent Marker, Blue Sixty Pesos (Php 60.00)	2 Pcs		In Figures: _____
Item 18 Ballpen, Blue One Hundred Forty Pesos (Php 140.00)	20 Pcs		In Figures: _____
Item 19 Ballpen, Black One Hundred Forty Pesos (Php 140.00)	20 Pcs		In Figures: _____
Item 20 Heavy Duty Dust Mop Thirty-Thousand Pesos (Php 30,000.00)	24 Pcs		In Figures: _____

Item 21 Extension Wheel Cord (15 meters) Five Thousand Pesos (Php 5,000.00)	2 Pcs		In Figures: <hr/>
Item 22 Duct Tape Green, 3 inches x 25 meters Twenty-Nine Thousand Pesos (Php 29,000.00)	100 Rolls		In Figures: <hr/>
Item 23 Duct Tape Green, 2 inches x 25 meters Six Thousand Pesos (Php 6,000.00)	30 Rolls		In Figures: <hr/>
Item 24 Masking Tape, 1-1/2 inches x 25 yards Four Thousand Three Hundred Fifty Pesos (Php 4,350.00)	50 Rolls		In Figures: <hr/>
Item 25 Alcohol, Isopropyl, 70% solution, 500ml Four Thousand Pesos (Php 4,000.00)	20 Bottle		In Figures: <hr/>
Item 26 Garbage Bag, XL, 10 bags/roll, Black Three Thousand Seven Hundred Fifty Pesos (Php 3,750.00)	25 Rolls		In Figures: <hr/>
Item 27 Storage Box Twelve Thousand Nine Hundred Sixty Pesos (Php 12,960.00)	24 Pcs		In Figures: <hr/>
Item 28 Ballpen, Black Seventy Pesos (Php 70.00)	10 Pcs		In Figures: <hr/>
Item 29 Ballpen, Blue Seventy Pesos (Php 70.00)	10 Pcs		In Figures: <hr/>
Item 30 Scissor 8" Ninety Pesos (Php 90.00)	2 Pcs		In Figures: <hr/>

Item 31 Baby Powder, 200g Three Hundred Pesos (Php 300.00)	2 Pcs		In Figures: _____
Item 32 Wet Wipes (80 sheets/pack) Two Hundred Pesos (Php 200.00)	4 Packs		In Figures: _____
Item 33 Masking Tape, 3/4" x 25 yards Sixty-Six Pesos (Php 66.00)	2 Rolls		In Figures: _____
Item 34 Foam Type Double Adhesive, 24mm x 10m Three Hundred Twenty-Pesos (Php 320.00)	2 Pcs		In Figures: _____
Item 35 Push Pins, assorted colors, 100pcs/box Seventy Pesos (Php 70.00)	2 Boxes		In Figures: _____
Item 36 Ballpen, Black Seventy Pesos (Php 70.00)	10 Pcs		In Figures: _____
Item 37 Correction Tapes, 5mm x 8m Fifty Pesos (Php 50.00)	2 Pcs		In Figures: _____
Item 38 Yellow Highlighter One Hundred Four Pesos (Php 104.00)	2 Pcs		In Figures: _____
Item 39 Whiteboard, 12" x 18" Two Thousand Four Hundred Fifty Pesos (Php 2,450.00)	7 Pcs		In Figures: _____
Item 40 Whiteboard Marker, Black Five Hundred Fifty-Three Pesos (Php 553.00)	7 Pcs		In Figures: _____
Item 41 Ballpen, Black One Hundred Seventy-Five Pesos (Php 175.00)	25 Pcs		In Figures: _____

Item 42 Heavy Duty Dust Mop Five Thousand Pesos (Php 5,000.00)	4 Pcs		In Figures: <hr/>
Item 43 Broom/Walis Tambo with wooden handle One Thousand Pesos (Php 1,000.00)	4 Pcs		In Figures: <hr/>
Item 44 Trash Bin Three Thousand Pesos (Php 3,000.00)	6 Pcs		In Figures: <hr/>
Item 45 Ballpen, Red Three Hundred Fifty Pesos (Php 350.00)	50 Pcs		In Figures: <hr/>
Item 46 Ballpen, Black One Hundred Seventy-Five Pesos (Php 175.00)	25 pcs		In Figures: <hr/>
Item 47 Paper Clip, 50mm, 100 pcs/box Twenty-Five Pesos (Php 25.00)	1 Box		In Figures: <hr/>
Item 48 Cartolina, White Seventy Pesos (Php 70.00)	10 Pcs		In Figures: <hr/>
Item 49 Scissors 8" Ninety Pesos (Php 90.00)	2 Pcs		In Figures: <hr/>
Item 50 Ballpens, Black Two Hundred Sixty-Six Pesos (Php 266.00)	38 Pcs		In Figures: <hr/>
Item 51 Masking Tape, 1 inch x 25 yards One Hundred Seventy-Two Pesos (Php 172.00)	4 Rolls		In Figures: <hr/>
Item 52 Transparent Tape, 2-inch x 50 meters One Hundred Five Pesos (Php 105.00)	3 Rolls		In Figures: <hr/>
Item 53 Permanent Marker, Black Thirty Pesos (Php 30.00)	1 Pc		In Figures: <hr/>

Item 54 Yellow Green Highlighter Fifty-Two Pesos (Php 52.00)	1 Pc		In Figures: _____
Item 55 Orange Highlighter Fifty-Two Pesos (Php 52.00)	1 Pc		In Figures: _____
Item 56 Correction Fluid, 15ml Twenty Pesos (Php 20.00)	1 Pc		In Figures: _____
Grand Total One Hundred Twenty-Five Thousand Four Hundred Fifty-Eight Pesos (Php 125,458.00)	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