



Republic of the Philippines  
Office of the President  
**PHILIPPINE SPORTS COMMISSION**



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**REQUEST FOR QUOTATION**

Date: October 10, 2024  
P.R. No. SE-2024-09-27-001

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/ Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

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The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure **Supply and Delivery of Various Supplies and Tokens for Doping Control Officers' Re-Accreditation Training Course** 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 October 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. 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
<b>PROJECT NAME: Supply and Delivery of Various Supplies and Tokens for Doping Control Officers' Re-Accreditation Training Course</b>			
<b>LOT 1</b>			
<b>Item 1</b>			
<b>CERTIFICATE HOLDER – 60 Pcs</b>			
>Holds Certificate / Diplomas / Citations			
>Super Clear transparency			
>With flap prevent certificates from falling off			
>With 2 hangers for portrait and landscape orientations			
>Size: 8.5 x 11/Letter			
>Color: Black			
<b>Item 2</b>			
<b>SPECIALTY PAPER – 60 Pcs</b>			
>Grammage: 90 GSM			
>Color: Light Yellow			
>Size: 8.5 (W) x 11 (L)			
>Packaging Size: 10 sheets per pack			
<b>Item 3</b>			
<b>STICKER PAPER – 10 Packs</b>			
>Excellent for labelling, nametag, scrapbooking, school projects and party decorations			
>Ink-Jet Friendly			
>Attr: Matte			
>Size: A4			
>Color: White			
>Packaging Size: 10 sheets per pack			
<b>Item 4</b>			
<b>PRINTER INK, BT5000C, CYAN (48.8ML) – 2 Bottles</b>			
>Page Yield: Approx. 6,000 pages (BK) / 5,000 pages (CMY) Works With: Brother Ink BT5000, BT6000 for Brother DCP-T300, T500W, T700W, MFC-T800W			
<b>Item 5</b>			
<b>PRINTER INK, BT5000M, MAGENTA (48.8ML) – 2 Bottles</b>			
>Page Yield: Approx. 6,000 pages (BK) / 5,000 pages (CMY) Works With: Brother Ink BT5000, BT6000 for Brother DCP-T300, T500W, T700W, MFC-T800W			
<b>Item 6</b>			
<b>PRINTER INK, BT5000Y, YELLOW (48.8ML) – 2 Bottles</b>			

>Page Yield: Approx. 6,000 pages (BK) / 5,000 pages (CMY) Works With: Brother Ink BT5000, BT6000 for Brother DCP-T300, T500W, T700W, MFC-T800W			
<b>Item 7</b>			
<b>PRINTER INK, BTD60BK, BLACK (108ML) – 2 Bottles</b>			
>Page Yield: Approx. 7,500 pages			
>Compatible with: Brother DCPT420W / DCPT520W / DCPT620W / DCPT720DW / DCPT820DW / MFCT920DW / DCPT510W / DCPT710W / MFCT810W / MFCT910DW			
<b>Item 8</b>			
<b>BLACK BALLPEN – 100 Pcs</b>			
>Semi-Gel Ink, superior hybrid of ballpen and gel pen			
>Writes and glides smoothly			
>Vibrant barrel matches its ink color			
>With non-slip cap design for convenience			
>Line Width: 0.5mm			
<b>LOT 2</b>			
<b>Item 9</b>			
<b>CANDLES &amp; SPRAY GIFT SET -3 Set</b>			
>Comes with a 300ml Room & Linen Spray, a Jar Candle and Tin Candle with the fragrance of your choosing Room & Linen Spray: Bamboo Lotus			
>Tin Can: Vanilla			
>Jar Candle: Fresh Lavender			
<b>Item 10</b>			
<b>BLACKLIP MOTHER OF PEARL PICTURE FRAME – 3 Pcs</b>			
>Size: 8 x 10			
>Blacklip Mother of Pearl Picture Frame			
>Our mother of pearl picture frame is a stylish way to showcase those special moments			
>Dimensions: 32 x 28 cm			
***nothing follows***			
<b>Delivery Requirement:</b>			
Can deliver on or before October 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 and Tokens for Doping Control Officers' Re-Accreditation Training Course			
Approved Budget for Contract	Quantity in Pcs, (A)	Offered Price per Pcs (B)	Your Total Offered Quotation (A x B)
<b>LOT 1</b>			In Figures:
<b>Item 1</b> <b>CERTIFICATE HOLDER</b> Two Thousand Six Hundred Forty Pesos (Php 2,640.00)	60 Pcs		_____

<b>Item 2</b> <b>SPECIALTY PAPER</b> One Thousand Three Hundred Eighty Pesos (Php 1,380.00)	60 Packs		In Figures: _____ _____
<b>Item 3</b> <b>Sticker Paper</b> Five Hundred Ninety Pesos (Php 590.00)	10 Packs		In Figures: _____ _____
<b>Item 4</b> <b>PRINTER INK, BT5000C,            CYAN (48.8ML)</b> Seven Hundred Eighty Pesos (Php 780.00)	2 Bottles		In Figures: _____ _____
<b>Item 5</b> <b>PRINTER INK, BT5000M,            MAGENTA (48.8ML)</b> Seven Hundred Eighty Pesos (Php 780.00)	2 Bottles		In Figures: _____ _____
<b>Item 6</b> <b>PRINTER INK, BT5000Y,            YELLOW (48.8ML)</b> Seven Hundred Eighty Pesos (Php 780.00)	2 Bottles		In Figures: _____ _____
<b>Item 7</b> <b>PRINTER INK, BTD60BK,            BLACK (108ML)</b> Seven Hundred Eighty Pesos (Php 780.00)	2 Bottles		In Figures: _____ _____
<b>Item 8</b> <b>BLACK BALLPEN</b> Eight Hundred Fifty Pesos (Php 850.00)	100 Pcs		In Figures: _____ _____
<b>Grand Total for Lot 1</b> <b>Eight Thousand Five</b> <b>Hundred Eighty Pesos</b> <b>(Php 8,580.00)</b>	<b>Total Offered Quotation</b>		In Words: _____ _____ _____ In Figures: _____
<b>LOT 2</b> <b>Item 9</b> <b>CANDLES &amp; SPRAY GIFT</b> <b>SET</b> Two Thousand Nine Hundred Ninety-Seven Pesos (Php 2,997.00)	3 Set		In Figures: _____ _____
<b>Item 10</b> <b>BLACKLIP MOTHER OF</b> <b>PEARL PICTURE FRAME</b> Eight Thousand Three Hundred Ninety-Nine Pesos and Twenty-Five Centavos (Php 8,399.25)	3 Set		In Figures: _____ _____

<b>Grand Total for Lot 2 Eleven Thousand Three Hundred Ninety-Six Pesos and Twenty-Five Centavos (Php 11,396.25)</b>	<b>Total Offered Quotation</b>	In Words:    In Figures:  
<b>Grand Total Nineteen Thousand Nine Hundred Seventy-Six Pesos and Twenty-Five Centavos (Php 19,976.25)</b>	<b>Total Offered Quotation</b>	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.

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Signature over Printed Name

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Position/Designation

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Office Telephone/Fax/Mobile Nos.

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E-Mail Address/e