



Republic of the Philippines
Office of the President
PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: October 11, 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 October 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


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*** | | | |

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| 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*** | | | |

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| 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 yam, 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 Fifteen (15) 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: _____ |

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| 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: _____ |

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

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

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

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|---|--------------------------------|--|--|
| 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