



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: November 8, 2024
P.R. No. SE-2024-10-29-001

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 the "**Supply and Delivery of Various Office Supplies for Athletes' Outreach Anti-Doping Education Program of 2024 Batang Pinoy and BIMP-EAGA**" 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 November 11, 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
- D. Updated TAX Clearance
- E. Income Tax Return (ITR) For 2023

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 Athletes' Outreach Anti-Doping Education Program of 2024 Batang Pinoy and BIMP-EAGA			
Item 1			
Sticker Paper, Matte – 20 packs			
>Size A4			
>Color: White			
>Packaging: 10sheets/pack			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 10 packs			
>for BIMP-EAGA - 10 packs			
Item 2			
Semi Gel Pen, Color Black – 200 pcs			
>Pen tip size: 0.5 mm			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 100 pcs			
>for BIMP-EAGA - 100 pcs			
Item 3			
Semi Gel Pen, Color Blue – 200 pcs			
>Pen tip size: 0.5 mm			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 100 pcs			
>for BIMP-EAGA - 100 pcs			
Item 4			
Double sided tissue tape – 40 rolls			
>Size: 24mm x 10yd			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 20 rolls			
>for BIMP-EAGA - 20 rolls			
Item 5			
Bond Paper, 80gsm – 60 reams			
>A4 size, white color			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 30 reams			
>for BIMP-EAGA - 30 reams			
Item 6			
Photo Paper, Glossy – 40 packs			
>210gsm, A4 size, 10 sheets/pack			
BREAKDOWN PER EVENT:			

>for Batang Pinoy - 20 packs			
>for BIMP-EAGA - 20 packs			
Item 7			
Three (3) Way Rotary Cutter A3 – 2 units			
>Sliding rotary blades in used			
>Provides straight clean cut for color printed material			
>Right-angle cutting can never be easier			
>Cutting capacity: Approx.16 Sheets (Standard 70gsm paper)			
>Capable for A3 (320mm) and perforated edge cutting			
>with attached exchangeable blades			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 1 unit			
>for BIMP-EAGA - 1 unit			
Item 8			
Permanent Marker Fine Point – 40 pcs			
>Blue color			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 20 pcs			
>for BIMP-EAGA - 20 pcs			
Item 9			
Permanent Marker Fine Point – 40 pcs			
>Black color			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 20 pcs			
>for BIMP-EAGA - 20 pcs			
Item 10			
Whiteboard Marker – 50 pcs			
>Black Color			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 25 pcs			
>for BIMP-EAGA - 25 pcs			
Item 11			
Multi-Purpose Glue – 60 bottles			
>white color, 130grams			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 30 bottles			
>for BIMP-EAGA - 30 bottles			
Item 12			
Duct Tape, Silver/Gray color – 20 rolls			
>Size: 48mm x 10m			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 10 rolls			
>for BIMP-EAGA - 10 rolls			
Item 13			
Heavy-Duty Stapler - 4 units			
>High-capacity stapling 200 sheets			
>Stapling Capacity: 200 sheets			
>Stapling Margin: 64mm			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 2 units			
>for BIMP-EAGA - 2 units			
Item 14			
Heavy-Duty Staple Wire, 23/13 – 20 boxes			

>1000 staples/box			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 10 boxes			
>for BIMP-EAGA - 10 boxes			
Item 15			
Stapler #35 – 10 units			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 5 units			
>for BIMP-EAGA - 5 units			
Item 16			
Staple Wire #35, 26/6 – 20 boxes			
>5000 staples/box			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 10 boxes			
>for BIMP-EAGA - 10 boxes			
Item 17			
Specialty Paper, Vellum/Specialty Board – 40 packs			
>Cream Color			
>180gsm, letter size, 10 sheets/pack			
BREAKDOWN PER EVENT:			
>for Batang Pinoy - 20 packs			
>for BIMP-EAGA - 20 packs			
nothing follows			
Delivery Requirement:			
Can deliver on or before November 18, 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 Office Supplies for Athletes' Outreach Anti-Doping Education Program of 2024 Batang Pinoy and BIMP-EAGA			
Approved Budget for Contract	Quantity in Set (A)	Offered Price per Set (B)	Your Total Offered Quotation (A x B)
Item 1 Sticker Paper, Matte One Thousand Pesos (PhP 1,000.00)	20 packs		In Figures: _____
Item 2 Semi Gel Pen, Color Black Five Thousand Pesos (PhP 5,000.00)	200 pcs		In Figures: _____
Item 3 Semi Gel Pen, Color Blue Five Thousand Pesos (PhP 5,000.00)	200 pcs		In Figures: _____

Item 4 Double sided tissue tape One Thousand Pesos (PhP 1,000.00)	40 rolls		In Figures: _____
Item 5 Bond Paper, 80gsm Fourteen Thousand One Hundred Pesos (PhP 14,100.00)	60 reams		In Figures: _____
Item 6 Photo Paper, Glossy Four Thousand Pesos (PhP 4,000.00)	40 packs		In Figures: _____
Item 7 Three (3) Way Rotary Cutter A3 Eight Thousand Pesos (PhP 8,000.00)	2 units		In Figures: _____
Item 8 Permanent Marker Fine Point Two Thousand Pesos (PhP 2,000.00)	40 pcs		In Figures: _____
Item 9 Permanent Marker Fine Point Two Thousand Pesos (PhP 2,000.00)	40 pcs		In Figures: _____
Item 10 Whiteboard Marker Three Thousand Five Hundred Pesos (PhP 3,500.00)	50 pcs		In Figures: _____
Item 11 Multi-Purpose Glue Four Thousand Five Hundred (PhP 4,500.00)	60 bottles		In Figures: _____
Item 12 Duct Tape, Silver/Gray color Two Thousand Eight Hundred Pesos (PhP 2,800.00)	20 rolls		In Figures: _____
Item 13 Heavy-Duty Stapler - Five Thousand One Hundred Sixty Pesos (PhP 5,160.00)	4 units		In Figures: _____
Item 14 Heavy-Duty Staple Wire, 23/13 One Thousand Pesos (PhP 1,000.00)	20 boxes		In Figures: _____

Item 15 Stapler #35 Five Thousand Pesos (PhP 5,000.00)	10 units		In Figures: <hr/>
Item 16 Staple Wire #35, 26/6 One Thousand Five Hundred Pesos (PhP 1,500.00)	20 boxes		In Figures: <hr/>
Item 17 Specialty Paper, Vellum/Specialty Board One Thousand Eight Hundred Pesos (PhP 1,800.00)	40 packs		In Figures: <hr/>
Grand Total: Sixty-Seven Thousand Three Hundred Sixty Pesos (PhP 67,360.00)	Total Offered Quotation		In Words: <hr/> <hr/> <hr/> In Figures: <hr/>

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