



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



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**REQUEST FOR QUOTATION**

Date: January 9, 2025  
P.R. No. ADMIN-2024-12-19-001

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 the **Supply and Delivery of Various Materials for the New Cabinets and Shelves of Legal Affairs Office in RMSC** 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 January 12, 2025 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. 2025 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 |
| PROJECT NAME:                                                                                                    |                         |    |         |
| <b>Supply and Delivery of Various Materials for the New Cabinets and Shelves of Legal Affairs Office in RMSC</b> |                         |    |         |
| <b>Item 1</b>                                                                                                    |                         |    |         |
| Marine Plywood, 4' (W) x 8' (L), 3/4" – 15 pcs                                                                   |                         |    |         |
| <b>Item 2</b>                                                                                                    |                         |    |         |
| Marine Plywood, 4' (W) x 8' (L), 1/4" – 6 pcs                                                                    |                         |    |         |
| <b>Item 3</b>                                                                                                    |                         |    |         |
| Hook and Eye, #2" L – 20 pcs                                                                                     |                         |    |         |
| <b>Item 4</b>                                                                                                    |                         |    |         |
| Drawer Lock, Size: #12 – 16 pcs                                                                                  |                         |    |         |
| <b>Item 5</b>                                                                                                    |                         |    |         |
| Stainless Drawer Handle, #16" L – 16 pcs                                                                         |                         |    |         |
| <b>Item 6</b>                                                                                                    |                         |    |         |
| Hydraulic Concealed Hinges, Inset – 30 pcs                                                                       |                         |    |         |
| <b>Item 7</b>                                                                                                    |                         |    |         |
| Magnetic Catches, #2 (40pcs/box) – 1 box                                                                         |                         |    |         |
| <b>Item 8</b>                                                                                                    |                         |    |         |
| Pointed Black Screw, # 1 1/2" L, (1000 pcs/box) – 1 box                                                          |                         |    |         |
| <b>Item 9</b>                                                                                                    |                         |    |         |
| Pointed Black Screw, # 3" L, (500pcs/box) – 1 box                                                                |                         |    |         |
| <b>Item 10</b>                                                                                                   |                         |    |         |
| Pointed Black Screw, # 1" L, (1000pcs/box) – 1 box                                                               |                         |    |         |
| <b>Item 11</b>                                                                                                   |                         |    |         |
| Wood Edging, 1/2" thk x 1" W x 12' L – 20 pcs                                                                    |                         |    |         |
| <b>Item 12</b>                                                                                                   |                         |    |         |
| Good Lumber KD, 2" thk x 2" W x 12' L – 10 pcs                                                                   |                         |    |         |
| <b>Item 13</b>                                                                                                   |                         |    |         |
| Finishing Nail, 1" L – 2 kls                                                                                     |                         |    |         |
| <b>Item 14</b>                                                                                                   |                         |    |         |
| Finishing Nail, 1 1/2" L – 2 kls                                                                                 |                         |    |         |
| <b>Item 15</b>                                                                                                   |                         |    |         |
| Finishing Nail, 2" L – 2 kls                                                                                     |                         |    |         |
| <b>Item 16</b>                                                                                                   |                         |    |         |
| Finishing Nail, 2 1/2" L – 2 kls                                                                                 |                         |    |         |
| <b>Item 17</b>                                                                                                   |                         |    |         |
| ***more on next page***                                                                                          |                         |    |         |

|                                               |  |  |  |
|-----------------------------------------------|--|--|--|
| Concealed Forstner Bit, Size: 35mm – 2 pcs    |  |  |  |
| <b>Item 18</b>                                |  |  |  |
| Screw Bit, Size: 6.35mm x 65mm – 5 pcs        |  |  |  |
| <b>Item 19</b>                                |  |  |  |
| Concealed Forstner Guide – 2 pcs              |  |  |  |
| <b>Item 20</b>                                |  |  |  |
| Flat Wall Enamel, White – 1 tin               |  |  |  |
| <b>Item 21</b>                                |  |  |  |
| Roller Brush, #4" W – 4 pcs                   |  |  |  |
| <b>Item 22</b>                                |  |  |  |
| Paint Brush, #2" W – 4 pcs                    |  |  |  |
| <b>Item 23</b>                                |  |  |  |
| Pollytuff with Hardener – 1 gal               |  |  |  |
| <b>Item 24</b>                                |  |  |  |
| Plasolux Glazing Putty, (Branded) – 2 gals    |  |  |  |
| <b>Item 25</b>                                |  |  |  |
| Paint Thinner – 3 gals                        |  |  |  |
| <b>Item 26</b>                                |  |  |  |
| Sand Paper, #80 -20 pcs                       |  |  |  |
| <b>Item 27</b>                                |  |  |  |
| Sand Paper, #240 – 10 pcs                     |  |  |  |
| <b>Item 28</b>                                |  |  |  |
| Quick Dry Enamel, White – 1 tin               |  |  |  |
| <b>Item 29</b>                                |  |  |  |
| Quick Dry Enamel, Black – 1 gal               |  |  |  |
| <b>Item 30</b>                                |  |  |  |
| Masking Tape, 3/4" W – 5 pcs                  |  |  |  |
| <b>Item 31</b>                                |  |  |  |
| Estopa Rags, Round – 2 kls                    |  |  |  |
| ***nothing follows***                         |  |  |  |
|                                               |  |  |  |
| <b>Delivery Requirement:</b>                  |  |  |  |
| 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.

| <b>Supply and Delivery of Various Materials for the New Cabinets and Shelves of Legal Affairs Office in RMSC</b>      |                                  |                                         |                                      |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------|--------------------------------------|
| Approved Budget for Contract                                                                                          | Quantity in pc, gal, tin kls (A) | Offered Price per pc, gal, tin, kls (B) | Your Total Offered Quotation (A x B) |
| <b>Item 1</b><br><b>Twenty Seven</b><br><b>Thousand Seven</b><br><b>Hundred Fifty Pesos</b><br><b>(Php 27,750.00)</b> | 15 pcs                           |                                         | In Figures:<br>_____                 |

|                                                                                          |        |  |                      |
|------------------------------------------------------------------------------------------|--------|--|----------------------|
| <b>Item 2</b><br><b>Four Thousand Eighty Pesos</b><br><b>(PhP 4,080.00)</b>              | 6 pcs  |  | In Figures:<br>_____ |
| <b>Item 3</b><br><b>Two Hundred Pesos</b><br><b>(PhP 200.00)</b>                         | 20 pcs |  | In Figures:<br>_____ |
| <b>Item 4</b><br><b>Three Thousand Two Hundred Eighty Pesos</b><br><b>(PhP 3,280.00)</b> | 16 pcs |  | In Figures:<br>_____ |
| <b>Item 5</b><br><b>Two Thousand Four Hundred Pesos</b><br><b>(PhP 2,400.00)</b>         | 16 pcs |  | In Figures:<br>_____ |
| <b>Item 6</b><br><b>Two Thousand Four Hundred Pesos</b><br><b>(PhP 2,400.00)</b>         | 30 pcs |  | In Figures:<br>_____ |
| <b>Item 7</b><br><b>One Thousand One Hundred Pesos</b><br><b>(PhP 1,100.00)</b>          | 1 box  |  | In Figures:<br>_____ |
| <b>Item 8</b><br><b>Nine Hundred Fifty Pesos</b><br><b>(PhP 950.00)</b>                  | 1 box  |  | In Figures:<br>_____ |
| <b>Item 9</b><br><b>One Thousand Fifty Pesos</b><br><b>(PhP 1,050.00)</b>                | 1 box  |  | In Figures:<br>_____ |
| <b>Item 10</b><br><b>Seven Hundred Fifty Pesos</b><br><b>(PhP 750.00)</b>                | 1 box  |  | In Figures:<br>_____ |
| <b>Item 11</b><br><b>Two Thousand One Hundred Pesos</b><br><b>(PhP 2,100.00)</b>         | 20 pcs |  | In Figures:<br>_____ |

|                                                                        |        |  |                      |
|------------------------------------------------------------------------|--------|--|----------------------|
| Item 12<br>Five Thousand Two<br>Hundred Pesos<br>(PhP 5,200.00)        | 10 pcs |  | In Figures:<br>_____ |
| Item 13<br>Two Hundred Pesos<br>(PhP 200.00)                           | 2 kls  |  | In Figures:<br>_____ |
| Item 14<br>Two Hundred Pesos<br>(PhP 200.00)                           | 2 kls  |  | In Figures:<br>_____ |
| Item 15<br>Two Hundred Pesos<br>(PhP 200.00)                           | 2 kls  |  | In Figures:<br>_____ |
| Item 16<br>Two Hundred Pesos<br>(PhP 200.00)                           | 2 kls  |  | In Figures:<br>_____ |
| Item 17<br>Two Hundred Fifty<br>Pesos<br>(PhP 250.00)                  | 2 pcs  |  | In Figures:<br>_____ |
| Item 18<br>Three Hundred Fifty<br>Pesos<br>(PhP 350.00)                | 5 pcs  |  | In Figures:<br>_____ |
| Item 19<br>Two Hundred Fifty<br>Pesos<br>(PhP 250.00)                  | 2 pcs  |  | In Figures:<br>_____ |
| Item 20<br>Three Thousand Six<br>Hundred Sixty Pesos<br>(PhP 3,660.00) | 1 tin  |  | In Figures:<br>_____ |
| Item 21<br>Two Hundred Twenty<br>Pesos<br>(PhP 220.00)                 | 4 pcs  |  | In Figures:<br>_____ |

|                                                                        |        |  |                      |
|------------------------------------------------------------------------|--------|--|----------------------|
| Item 22<br>One Hundred Sixty<br>Pesos<br>(PhP 160.00)                  | 4 pcs  |  | In Figures:<br>_____ |
| Item 23<br>Eight Hundred Seventy<br>Pesos<br>(PhP 870.00)              | 1 gal  |  | In Figures:<br>_____ |
| Item 24<br>One Thousand Six<br>Hundred Forty Pesos<br>(PhP 1,640.00)   | 2 gals |  | In Figures:<br>_____ |
| Item 25<br>One Thousand Three<br>Hundred Fifty Pesos<br>(PhP 1,350.00) | 3 gals |  | In Figures:<br>_____ |
| Item 26<br>Three Hundred Sixty<br>Pesos<br>(PhP 360.00)                | 20 pcs |  | In Figures:<br>_____ |
| Item 27<br>One Hundred Eighty<br>Pesos<br>(PhP 180.00)                 | 10 pcs |  | In Figures:<br>_____ |
| Item 28<br>Four Thousand One<br>Hundred Thirty Pesos<br>(PhP 4,130.00) | 1 tin  |  | In Figures:<br>_____ |
| Item 29<br>Seven Hundred Ninety<br>Five Pesos<br>(PhP 795.00)          | 1 gal  |  | In Figures:<br>_____ |
| Item 30<br>Seven Hundred Ninety<br>Five Pesos<br>(PhP 225.00)          | 5 pcs  |  | In Figures:<br>_____ |
| Item 31<br>One Hundred Seventy<br>Pesos<br>(PhP 170.00)                | 2 kls  |  | In Figures:<br>_____ |

|                                                                                                                |                                |                                          |
|----------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------|
| <b>Grand Total:</b><br><b>Sixty Six Thousand Six</b><br><b>Hundred Seventy Pesos</b><br><b>(PhP 66,670.00)</b> | <b>Total Offered Quotation</b> | In Words:<br><br><br><br>In Figures:<br> |
|----------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------|

**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