



Republic of the Philippines  
Office of the President

PHILIPPINE SPORTS COMMISSION



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## REQUEST FOR QUOTATION

Date: February 24, 2025  
P.R. No. ADMIN-2024-11-12-001

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 **“Rental of Warehouse Facility for the Storage of Annual Year Supplies and Equipment of Philippine Sports Commission”** in accordance with **Section 53.10 Negotiated Procurement – Lease of Real Property and Venue for Official Use**, subject to Annex H 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 February 27, 2025 at 05:00 P.M.** 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
- D. Updated TAX Clearance or 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](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: Rental of Warehouse Facility for the Storage of Annual Year Supplies and Equipment of Philippine Sports Commission</b>			
<b>Item 1</b>			
<b>One (1) Year Rental of Warehouse Facility - 1lot</b>			
Specifications:			
>The total usable area must be at least 3,000 square meters with sufficient covered area for storage and dispatch-related activities, and with an open area for parking, maneuvering of cargo trucks and service vehicles for incoming and outgoing deliveries and which can accommodate at least ten (10) Twenty-Footer Container Van Trucks at a time.			
>Location: must be within 15km radius between RMSC, Malate Manila and Philsports Complex, Pasig			
>Location must be a flood free area			
>Warehouses must be located where there are access roads of adequate load-bearing capacity and not within a residential area.			
>Warehouse be one (1) storey building, single separate, with office and restroom inside the warehouse.			
>The warehouse shall:			
a. have ample ventilation			
b. have minimum ceiling clearance of at least 20 feet			
c. be made of steel trusses			
d. have at least four (4) steel doors with a width of at least four (4) meters and height of five (5) meters that can accommodate small trucks to get inside the warehouse			
e. be with a secure perimeter fence with sufficient lightings at regular intervals, preferably concrete and/or with cyclone wires.			
f. have wide service gates, for ingress and egress, that will allow access to/from the premises.			
g. have good roof heat insulation that complies with the industry standard temperature and humidity content requirement for information technology equipment and Occupational Health and Safety Standards			
h. have continuous power supply; thus should have a 24hr standby generator			
i. have sufficient lighting facilities, electricity shall be free of charge			

j. have functional fire detection and alarm systems; fire hydrant system and numerous fire extinguisher units.			
k. have continuous water supply, water shall be free of charge			
l. have at least four (4) appropriate loading bays			
m. have rest room inside the office and extra restrooms outside the warehouse for men and women.			
n. the warehouse must have an existing working drainage system.			
>The facility must be fully secured. It must be 24hr guards and must have a guard booth or guard house at the service gates of the premises and a roving guard.			
>Sub-leasing shall be allowed, provided there is a contract between the owner of the warehouse facility and the prospective bidder, ensuring that all terms, conditions and regulatory requirements are met by both parties.			
>Warehouse must be insured and with valid and current Fire Safety Inspection Certificate.			
>Barracks that can accommodate at least ten (10) personnel.			
***nothing follows***			
<b>Delivery Requirement:</b>			
Rental of Warehouse and Facility for Twelve (12) months			

**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.

Rental of Warehouse Facility for the Storage of Annual Year Supplies and Equipment of Philippine Sports Commission			
Approved Budget for Contract	Quantity in Set (A)	Offered Price per Set (B)	Your Total Offered Quotation (A x B)
<b>Item 1</b> <b>One (1) Year Rental of Warehouse Facility</b> Nineteen Million Eight Hundred Thousand Pesos. (PhP 19,800,000.00)	1 lot		In Figures: _____
<b>Grand Total:</b> <b>Nineteen Million Eight Hundred Pesos.</b> <b>(PhP 19,800,000.00)</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.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
E-Mail Address/es