



Republic of the Philippines
Office of the President
PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: June 18, 2025
P.R. No. ADMIN-2025-05-20-001

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 **"Publishing, Printing and Concept Development of PSC Story Book to be Distributed Among Filipino Youth for PSC-Women in Sports Events"** 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 June 21, 2025 at 05:00 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, procurement@psc.gov.ph and copy bac@psc.gov.ph


DR. CHRISTOPHER B. GACUTAN
BAC Vice 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: Publishing, Printing and Concept Development of PSC Story Book to be Distributed Among Filipino Youth for PSC-Women in Sports Events			
Item 1			
Publishing and Printing of PSC Storybook – 3,000copies			
>Title: Piliin Mo Ang Iyong Laro			
>Size: 5.75" x 9"			
>Pages: 24			
>Cover Paper: Fold Cote 12			
>Inside Paper: Matte 80			
>Binding: Saddle Stitch			
>Lamination: Plastic Lamination			
Inclusion on the services of publication:			
A. Concept Development – Research and development, and submission of story outline and design of characters (content creation)			
B. Storyboard, editing and illustration (product design and editorial)			
C. Publishing and Printing			
Scope of Work:			
A. Conceptualize, discuss and draft the book's concept, design and narrative including creation of original character, content direction and illustration in consultation with the approval of the PSC representative			
B. Conceptualize, write and edit the story which includes the submission of the outline and main storyboard. The draft will undergo two (2) rounds of comments and revision			
C. The story is designed with a 24-pages (excluding cover pages) storybook with colored illustrations and Filipino texts.			
D. Shall ensure that the writer has relevant degree, must have written and published children's storybook			
E. Design the cover page and layout in consultation with PSC representative			
F. Delivery of the 3,000 copies in 5 months after the receipt of Notice to Proceed.			
nothing follows			
Delivery Requirement:			
Can deliver within One Hundred Fifty-Two (152) Calendar days or Five (5) 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.

Publishing, Printing and Concept Development of PSC Story Book to be Distributed Among Filipino Youth for PSC-Women in Sports Events			
Approved Budget for Contract	Quantity in Set (A)	Offered Price per Set (B)	Your Total Offered Quotation (A x B)
Item 1 Publishing and Printing of PSC Storybook Four Hundred Eighty-Nine Thousand Pesos (PhP 489,000.00)	3,000 copies		In Figures: _____
Grand Total: Four Hundred Eighty-Nine Thousand Pesos (PhP 489,000.00)	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