



# PHILIPPINE SPORTS COMMISSION

## REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): ADMIN-2026-03-05-001

March 25, 2026

The **PHILIPPINE SPORTS COMMISSION** intends to procure the “**Supply and Delivery of Consumable and Spare Parts for Sharp Photocopier Machine MX-M315-V at Legal Affairs Office**” with an Approved Budget for the Contract of **Seventy-Two Thousand Eight Hundred Sixty-Two Pesos (PhP72,862.00)** through **Direct Contracting** pursuant to Section 31 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **10:00 AM of 28 March 2026**:

- a. PhilGEPS Registration Number/Certificate
- b. Mayor's/Business Permit
- c. Notarized Omnibus Sworn and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

**Quotations must be submitted physically at the address given below, and shall be properly labeled with the name and reference number on the project offered:**

### BAC SECRETARIAT OFFICE

Room 209, Philippine Sports Commission, Administrative Building,  
RMSC, P. Ocampo Sr. St., Malate, Manila

Quotations, including documentary requirements, received after the deadline shall not be accepted. Also, ***in case the deadline falls on a non-working day, legal holiday, special non-working holiday, the deadline shall be on the next working days.***

The Head of the Procuring Entity (HoPE) of the Philippine Sports Commission reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact **Ms. Caroline S. Tobias, Head BAC Secretary at telephone number 8523-9831** or send email at [bac@psc.gov.ph](mailto:bac@psc.gov.ph).

  
**DR. CHRISTOPHER B. GACUTAN**  
BAC Vice-Chairperson



## ANNEX A

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. **Quotations exceeding the Approved Budget for the Contract shall be rejected.**
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCS 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PSC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
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. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty- eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of 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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



# PHILIPPINE SPORTS COMMISSION

Date \_\_\_\_\_

## THE BIDS AND AWARDS COMMITTEE

Philippine Sports Commission  
Room 209, Administration Building, RMSC  
P. Ocampo Sr., St., Malate, Manila

Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications	Quantity	Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
Item 1		
<b>Drum</b>	<b>1 Unit</b>	
Item 2		
<b>Fusing Unit</b>	<b>1 Unit</b>	
Item 3		
<b>Process Unit</b>	<b>1 Unit</b>	
Item 4		
<b>Developer</b>	<b>1 Unit</b>	
Item 5		
<b>Toner, MX-315FT</b>	<b>6 Units</b>	
***nothing follows***		
<b>Delivery Requirement:</b> Can deliver within Seven (7) Calendar days		

## FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract:			
Seventy-Two Thousand Eight Hundred Sixty-Two Pesos (PhP72,862.00)			
Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
Item 1			
<b>Drum</b>	<b>1 Unit</b>		
Item 2			
<b>Fusing Unit</b>	<b>1 Unit</b>		



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Item 3			
<b>Process Unit</b>	<b>1 Unit</b>		
Item 4			
<b>Developer</b>	<b>1 Unit</b>		
Item 5			
<b>Toner, MX-315FT</b>	<b>6 Units</b>		
***nothing follows***			

TOTAL OFFERED QUOTATION	In Words:
	_____
	_____
	_____
	In Figures:
	_____
	_____

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

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Office Telephone/Fax/Mobile No.

\_\_\_\_\_  
Email address/es

