



PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): SE-2026-03-13-001

March 27, 2026

The **PHILIPPINE SPORTS COMMISSION** intends to procure the “**Supply and Delivery of Various Office Supplies for the Regional Anti-Doping Education Program of the PHI-NADO - Davao Leg**” with an Approved Budget for the Contract of **Forty-Seven Thousand Eight Hundred Ten Pesos (PhP47,810.00)** through **Small Value Procurement** pursuant to Section 34 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 **12:00 PM of 31 March 2026**:

- a. PhilGEPS Registration Number/Certificate
- b. Mayor's/Business Permit

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 207, 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.


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		
Frame 8 x 10	6 Pcs	
>Handcrafted Smoked Capiz Picture Frame		
Item 2		
Sticker Paper	10 Packs	
>Attr: Matte		
>Size: A4		
>Color: White		
>Packaging size: 10 sheets per pack		
Item 3		
Retractable Gel Pen	100 Pcs	
>Color: Black		
>Pen Tip Size: 0.5 mm		
Item 4		
Specialty Paper	50 Packs	
>Light yellow, 90 gsm, Letter size		
Item 5		
High Glossy Photo Paper, A4	20 Packs	
>20 sheet/pack, 210 gsm		
Item 6		
Certificate Holder, 8.5 x 11	100 Pcs	
Item 7		
Correction Tape, 5mm x 12m	10 Pcs	
Item 8		
Transparent Storage Box	15 Pcs	
>155 Liters, 100% Plastic, High Impact storage box, with wheels		



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Item 9		
Whiteboard Marker, Blue	20 Pcs	
Item 10		
Whiteboard Marker, Red	20 Pcs	
Item 11		
Whiteboard Marker, Black	20 Pcs	
Item 12		
Cable Ties, White 3.6 x 30 cm, 50's	10 Packs	
Item 13		
Trash Bag Rolls, 10pcs/roll, Large, Black	50 Pcs	
nothing follows		
Delivery Requirement:		
Can deliver on or before May 4, 2026		

FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract:			
Forty-Seven Thousand Eight Hundred Ten Pesos (PhP47,810.00)			
Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
Item 1			
Frame 8 x 10	6 Pcs		
Item 2			
Sticker Paper, A4	10 Packs		
Item 3			
Retractable Gel Pen, Black	100 Pcs		
Item 4			
Specialty Paper, Letter size	50 Packs		
Item 5			
High Glossy Photo Paper, A4	20 Packs		
Item 6			
Certificate Holder, 8.5 x 11	100 Pcs		
Item 7			
Correction Tape, 5mm x 12m	10 Pcs		
Item 8			
Transparent Storage Box, 155 Liters	15 Pcs		
Item 9			
Whiteboard Marker, Blue	20 Pcs		
Item 10			
Whiteboard Marker, Red	20 Pcs		
Item 11			
Whiteboard Marker, Black	20 Pcs		



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Item 12			
Cable Ties, White 3.6 x 30 cm, 50's	10 Packs		
Item 13			
Trash Bag Rolls, 10pcs/roll, Large, Black	50 Pcs		
nothing follows			

TOTAL OFFERED QUOTATION	In Words:
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	In Figures:
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Signature over Printed Name

Position/Designation

Name of Company

Address

Office Telephone/Fax/Mobile No.

Email address/es