



PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): ADMIN-2026-03-26-001

April 16, 2026

The PHILIPPINE SPORTS COMMISSION intends to procure the “Supply and Delivery of Quarterly Preventive Maintenance Materials for PSC Vehicles” with an Approved Budget for the Contract of Two Hundred Twenty Nine Thousand Pesos and Forty Centavos (Php 229,040.00) 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 **5:00 PM of 19 April 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 of 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		
Engine Oil Synthetic, Diesel, 20ltr/pail, 15W40, Viscosity and Performance grade: API CL-4-SL	20 pail	
Item 2		
Coolant 4 liter, High Quality Ethelene Glycol, Dilution: 1:1 or 1:3, Color: Green	15 gal	
Item 3		
Coolant 4 liter, High Quality Ethelene Glycol, Dilution: 1:1 or 1:3, Color: Pink	5 gal	
Item 4		
Automatic Transmission Fluid (ATF) 1ltr/can, Viscosity Index 72, Flash Point C: 204, Pour Point: C-50	10 ltr	
Item 5		
Oil Filter for Close Van and Open Truck C-512 Durable oven baked filter, larger filtration area, NBR rubber gasket metal plate (inside)	4 pc	
Item 6		
Oil Filter for Toyota Coaster C-1318 Resist extreme temperature, Heavy duty, Steel cover, Durable filter paper	4 pc	
Item 7		
Oil Filter for Isuzu Sportivo C-527 Durable oven baked filter, larger filtration area,	20 pc	



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NBR rubber gasket metal plate (inside)		
Item 8		
Oil Filter for Hyundai Starex C-034 Oven baked filter media neobutylene (NBR) rubber gasket high tensile strength and heat resistant	16 pc	
Item 9		
Oil Filter for Toyota Innova - C-111 Resist extreme temperature, heavy duty steel cover	16 pc	
Item 10		
Oil Filter for Toyota Commuter Van - C-111 Resist extreme temperature, heavy duty steel cover	8 pc	
Item 11		
Oil Filter for Toyota Fortuner - C-111 Resist extreme temperature, heavy duty steel cover	4 pc	
Item 12		
Flushing Oil Power flushing oil is a dispersant type designated to assist in the renewal of soft sludges and deposits during engine 400ml/btl	20 btl	
Item 13		
Brake Cleaner Spray 500ml Aerosol, HD for Cleaning the drum and disc brake brake Cablerotor and disc pad drum lining surfaces without disassembly	20 btl	
Item 14		
Brake and Clutch Fluid 900 ml DOT-3 Superfine HD for Cleaning the drum and disc brake brake, brake cablerotor and disc pad drum lining	10 ltr	
Item 15		
Automotive Gear Oil 1ltr/can SAE-90API GL4	20 btl	
nothing follows		
Delivery Requirement: Can deliver within 21 Calendar days		

FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract: Supply and Delivery of Quarterly Preventive Maintenance Materials for PSC Vehicles (PhP 229,040.00)			
Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
Item 1			
Engine Oil	20 pail		



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Item 2			
Coolant, Green	15 gal		
Item 3			
Coolant, Pink	5 gal		
Item 4			
Automatic Transmission Fluid (ATF)	10 ltr		
Item 5			
Oil Filter for Close Van and Open Truck C-512	4 pc		
Item 6			
Oil Filter for Toyota Coaster C-1318	4 pc		
Item 7			
Oil Filter for Isuzu Sportivo C-527	20 pc		
Item 8			
Oil Filter for Hyundai Starex C-034	16 pc		
Item 9			
Oil Filter for Toyota Innova - C-111	16 pc		
Item 10			
Oil Filter for Toyota Commuter Van - C-111	8 pc		
Item 11			
Oil Filter for Toyota Fortuner - C-111	4 pc		
Item 12			
Flushing Oil	20 btl		
Item 13			
Brake Cleaner Spray	20 btl		
Item 14			
Brake and Clutch Fluid	10 ltr		
Item 15			
Automotive Gear Oil	20 btl		
nothing follows			

TOTAL OFFERED QUOTATION

In Words:

In Figures:



PHILIPPINE SPORTS COMMISSION

Signature over Printed Name

Position/Designation

Name of Company

Address

Office Telephone/Fax/Mobile No.

Email address/es