



BAGONG PILIPINAS

PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): SE-2026-05-18-001
May 28, 2026

The **PHILIPPINE SPORTS COMMISSION** intends to procure the “Supply and Delivery of Various Office Supplies for Regional Anti-Doping Education Program 2026 – For All Legs” with an Approved Budget for the Contract of **Two Hundred Thirty-Two Thousand Five Hundred Fourteen Pesos (PhP232,514.00)** 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 31 May 2026**:

- a. PhilGEPS Registration Number/Certificate
- b. Mayor's/Business Permit
- c. Notarized Omnibus Sworn Statement 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 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





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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 Bond Paper, A4 80gsm	20 Reams	
Item 2 Frame 8 x 10 > Handicrafted smoked capiz picture frame	25 Pcs	
Item 3 Sticker Paper >Attr: Matte >Size: A4 >Color: White >Packaging Size: 10 sheets per pack	30 Packs	
Item 4 Retractable Gel Pen >Color: Black >Pen Tip Size: 0.5 mm	200 Pcs	
Item 5 Specialty Paper >Light yellow, 90 gsm, Letter Size, 10sheets/pack	200 Packs	
Item 6 Certificate Holder 8.5 x 11	400 Pcs	
Item 7 Transparent Storage Box, 120L >100% Plastic, High Impact with wheels	20 Pcs	
Item 8 Transparent Storage Box, 80L >100% Plastic, High Impact with wheels	25 Pcs	
Item 9 Whiteboard Marker, Black	50 Pcs	
Item 10 Permanent Marker Broad, Black	100 Pcs	



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Item 11	Cable Ties, White 3.6 x 30cm, 50's	20 Packs
Item 12	Trash Bag Rolls, 10pcs/roll, Large, Black	50 Rolls
Item 13	Trash Bag Rolls, 10pcs/roll, Extra Large, Black	50 Rolls
Item 14	Ethyl Alcohol, 1 Liters	25 Bottle
Item 15	>70% Solution with Moisturizer	
Item 15	Masking Tape, 2 inches x 50m	20 Rolls
Item 16	Duct Tape, Gray 48mm x 20m	20 Rolls
Item 17	Bathroom Tissue Roll, 2ply, 150 pulls	180 Rolls
Item 18	Kitchen Towel Tissue Roll, 2 ply, 75 pulls	200 Rolls
Item 19	Facial Tissue Econo 3ply, 420 sheets/box, 3box/bundle	50 Bundle
Item 20	Multi-Surface Aerosol Spray, 280ml	20 Pcs
Item 21	Wet Wipes, 100sheets/pack	30 Packs
Item 22	Binder Clips 3/4", 12pcs/box	20 Box
Item 23	Binder Clips 1", 12pcs/box	20 Box
Item 24	Binder Clips 1 1/4", 12pcs/box	20 Box
Item 25	Cling Wrap 100cm x 30m	12 Rolls
Item 26	White Letter Envelop No. 7 3/4, 10pcs per pack	50 Packs
Item 27	Rubber Band, 50pcs per pack	20 Packs
Item 28	Arch File Folder, A4	30 Pcs
	****nothing follows****	
	Delivery Requirement: Can deliver within Twenty (20) Calendar days Delivery Place: RMSC, Malate Manila – Property Office	



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FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract:			
Two Hundred Thirty-Two Thousand Five Hundred Fourteen Pesos (PhP232,514.00)			
Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
Item 1			
Bond Paper, A4 80gsm	20 Reams		
Item 2			
Frame 8 x 10	25 Pcs		
Item 3			
Sticker Paper, A4	30 Packs		
Item 4			
Retractable Gel Pen, Black	200 Pcs		
Item 5			
Specialty Paper, Letter size	200 Packs		
Item 6			
Certificate Holder 8.5 x 11	400 Pcs		
Item 7			
Transparent Storage Box, 120L	20 Pcs		
Item 8			
Transparent Storage Box, 80L	25 Pcs		
Item 9			
Whiteboard Marker, Black	50 Pcs		
Item 10			
Permanent Marker Broad, Black	100 Pcs		
Item 11			
Cable Ties, White 3.6 x 30cm, 50's	20 Packs		
Item 12			
Trash Bag Rolls, 10pcs/roll, Large, Black	50 Rolls		
Item 13			
Trash Bag Rolls, 10pcs/roll, Extra Large, Black	50 Rolls		
Item 14			
Ethyl Alcohol, 1 Liters	25 Bottle		
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Masking Tape, 2 inches x 50m	20 Rolls		
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Duct Tape, Gray 48mm x 20m	20 Rolls		
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Bathroom Tissue Roll, 2ply, 150 pulls	180 Rolls		
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Kitchen Towel Tissue Roll, 2 ply, 75 pulls	200 Rolls		
Item 19			
Facial Tissue Econo 3ply, 420 sheets/box, 3box/bundle	50 Bundle		
Item 20			
Multi-Surface Aerosol Spray, 280ml	20 Pcs		
Item 21			
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Item 22		
Binder Clips 3/4", 12pcs/box	20 Box	
Item 23		
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Binder Clips 1 1/4", 12pcs/box	20 Box	
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Cling Wrap 100cm x 30m	12 Rolls	
Item 26		
White Letter Envelop No. 7 3/4, 10pcs per pack	50 Packs	
Item 27		
Rubber Band, 50pcs per pack	20 Packs	
Item 28		
Arch File Folder, A4	30 Pcs	
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