



PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): ADMIN-2026-06-01-001

June 2, 2026

The **PHILIPPINE SPORTS COMMISSION** intends to procure the “**Supply, Delivery and Installation of Furnitures and Lighting Fixtures for PSC House at Ground Floor Area (RMSC)**” with an Approved Budget for the Contract of **One Million Nine Hundred Thousand Seventy One Pesos (Php 1,971,840.00)** 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 **10:00 AM of 5 June 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.
- d. Income Tax Return (ITR) for 2025

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.



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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		
Sofa Venn Modular Sofa Olympus 104 Fabric (NW/NF) Set of 3 Finish: Natural Walnut Finish on Back Rest over Natural Finish (NW/NF) Material Used: Walnut and Anegre Veener on Engineered Wood Upholstery in Olympus 104 Fabric (17.5 yards) Actual Dimension: 2 Piece Modular Sofa: 3186W x 1645D x 829H mm 1 Piece Modular Sofa: 1256W x 1086D x 829H mm	2 pcs	
Item 2		
Accent Chair Lobby Victor Accent Chair, Rhapsody (WNF) Finish: Walnut Finish Material Used: Walnut and Anegre Veener on Engineered Wood Upholstery in Olympus 104 Fabric (17.5 yards) Actual Dimension: 688W x 875D x 800H mm	2 pcs	
Item 3		
Side Table Monti Indoore/Outdoor Side Table Finish: Stone Composite is to be lighter than concrete but with same durability. Covered in a desert sand or black finish. Hand cast and finished. Due to the handcrafted nature of this piece, unique size and color variation are to be expected. For indoor/outdoor use.	2 pcs	



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Actual Dimension: 15" Dia. x 18"H		
Item 4		
Custom Chandelier (2 Layers Glass Chandelier) MTO Glass Ribbon Chandelier (2 Rows) Finish: Rows of Clewar Borosilicate Glass Tubes with flexible stainless steel frame. Ceiling attachment with adjustable stainless steel cables. Actual Dimension: 2000mm Dia. X 3000mmH Cost with Installation	1 pc	
Item 5		
Area Rug Finish: Bamboo Grey Actual Dimension: 8ft x 11ft	2 pcs	
Item 6		
Round Coffee Table Olina Marble Coffee Table Material Used: White Banswara or Black Marine marble top over engineered Wood Backing. Metal base in a vintage bronze or vintage brass finish. Actual Dimension: 36" Dia x 16" H	2 pcs	
Item 7		
Round Table for Lobby 1.2m Round Dining Table Material Used: Top: Walnut MDF Walnut veneer Leg: Black metal powder coated Actual Dimension: 120cm x 76cm	1 pc	
Item 8		
Table Lamps (Reception) Ellor Black Marble	2 pcs	
Item 9		
Table Lamps (Lounge) Luan Table	2 pcs	
Item 10		
Board Room Linear Light Isen Marble 120	3 pcs	
Scope of Work:		
Supply , Delivery and Installation of Furniture and Lighting Fixtures		
Delivery Place:		
RMSC, Pablo Ocampo Sr. St. , PSC House, Ground Floor Area		
nothing follows		
Delivery Requirement: Can deliver within 7 working days		



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FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract: Supply, Delivery and Installation of Furnitures and Lighting Fixtures for PSC House at Ground Floor Area (RMSC) (PhP 1,971,840.00)			
Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
Item 1			
Sofa	2 pcs		
Item 2			
Accent Chair Lobby	2 pcs		
Item 3			
Side Table	2 pcs		
Item 4			
Custom Chandelier (2 Layers Glass Chandelier) Cost with Installation	1 pc		
Item 5			
Area Rug	2 pcs		
Item 6			
Round Coffee Table	2 pcs		
Item 7			
Round Table for Lobby	1 pc		
Item 8			
Table Lamps (Reception)	2 pcs		
Item 9			
Table Lamps (Lounge)	2 pcs		
Item 10			
Board Room Linear Light	3 pcs		
nothing follows			

TOTAL OFFERED QUOTATION	In Words: <hr/> <hr/> <hr/>
	In Figures: <hr/> <hr/>



PHILIPPINE SPORTS COMMISSION

Signature over Printed Name

Position/Designation

Name of Company

Address

Office Telephone/Fax/Mobile No.

Email address/es