



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 13 November 2024

RFQ No. : **2024-11-255**

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Supply and Delivery of Utility Vest (Procurement/Contract No. 2024-10-255)**, with an Approved Budget for the Contract in the amount **Two Hundred Eleven Thousand One Hundred Sixty-Five Pesos (PHP 211,165.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ [via e-mail \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 18 November 2024 at 08:00 AM¹**.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.**)
2. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.);
3. Duly Signed/Accomplished Updated and Revised Omnibus Sworn Statement (*template attached hereto as Annex "A".*) **to be Notarized by the eligible Lowest/Single Calculated Bidder**; and
4. **Copy of BIR form no. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

¹ In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same venue and time.



For any clarification, you may contact us via email at bac1@pco.gov.ph

Original Signed
MILDRED A. GACUTAN
Member, BAC Secretariat

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of an incomplete or defective eligibility documents.

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

| Supply and Delivery of Utility Vest (Procurement/Contract No. 2024-10-255) <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i> | | |
|---|-----------------|--------------------------------|
| Technical Specifications | Quantity | Statement of Compliance |
| Supply and Delivery of Utility Vest (NIS), with the minimum Technical Specifications, viz: <ul style="list-style-type: none">- Water repellant and wind resistant fabric;- Stretchable fabric;- at least four (4) functional patch/zipper pockets;- plastic quick release buckle or zipper;- Fabric color: Khaki;- Hardware color: Black/Silver; and- See attached reference image for the design and logo | 120 pcs | |
| Supply and Delivery of Utility Vest (Media), with the minimum Technical Specifications, viz: <ul style="list-style-type: none">- Water repellant and wind resistant fabric;- Stretchable fabric;- at least four (4) functional patch/zipper pockets;- plastic quick release buckle or zipper;- Fabric color: Khaki;- Hardware color: Black/Silver- See attached reference image for the design and logo | 37 pcs | |

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| <p>Other Details:</p> <p>Place of Delivery: New Executive Building, Malacañang Compound, Jose P. Laurel St., Brgy. 643, San Miguel, 1005</p> <p>Delivery Terms:</p> <ul style="list-style-type: none"> I. Sample Product: The suppliers will provide a sample product for review and approval of the PCO within 2 days upon receipt of the Notice of Award and Purchase Order II. Our review and approval process: 1 day III. Production Time: The supplier will deliver FULL order within 7 Calendar Days upon approval of the sample product. <p>Attached is the sample picture as “Annex A”</p> | |
| <p>1. Other Requirements:</p> <ul style="list-style-type: none"> - Payment shall be made in full upon complete delivery. Partial payment not allowed <p>Important Notes:</p> <ul style="list-style-type: none"> I. Suppliers must provide various sizes from XS to 3XL upon implementation of the project without extra cost to be incurred to the End-user; II. Suppliers shall quote the lowest price on the items listed and submit filled out quotation duly signed by their representative; III. Must be delivered on or before 04 December 2024; IV. Item provided must be made of high-quality materials and the finished product must be in excellent condition. V. Supplier must ensure that the items provided have undergone rigorous inspection and that no damage/missing items are delivered VI. Supplier must present sample product for approval of the end-user before mass production VII. Suppliers shall quote the lowest price on the items listed and submit filled out quotation duly signed by their representative VIII. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charges. | |
| <p>GENERAL CONDITIONS:</p> <ul style="list-style-type: none"> I. Supplier shall submit signed proposal/quotation and submit details of your company; II. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; III. Supplier must be PhilGEPS Accredited (at least Red Membership registration); IV. No down payment: | |

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|--------------|---|--|
| V. | Payment will be on a SEND BILL ARRANGEMENT , i.e., full payment will be made after the completion of the event of delivery of the service/product; | |
| VI. | Price validity shall be for a period of sixty (60) calendar days; | |
| VII. | Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.) | |
| VIII. | Payment processing is after service/product have been delivered; and | |
| IX. | Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s | |

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate “0” if item being offered is for free.

| Supply and Delivery of Utility Vest (Procurement/Contract No. 2024-10-255) ABC: Two Hundred Eleven Thousand One Hundred Sixty-Five Pesos (PHP 211,165.00) | | | | |
|--|---|-------------------------------------|--------------------------------|--|
| Item No. | Description/Technical Specifications | Quantity and Unit of Measure | Unit Price | Total Price per Item (inclusive of taxes) |
| 1 | Utility Vest (NIS) | 120 pcs | | |
| 2 | Utility Vest (Media) | 37 pcs | | |
| Grand Total in words: | | | Grand Total in figures: | |
| | | | | |

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.**
10. 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 PCO shall rescind 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.

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| Signature over Printed Name | |
| Position/Designation | |
| Office Telephone/ Fax/ Mobile Nos | |
| Email address/es | |

“ANNEX A”

REFERENCE IMAGE

I. Utility Vest (NIS)



II. Utility Vest (Media)

