



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 02 December 2024
RFQ No. : **2024-11-283**

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____
Purchase Request No. : **2024-11-283**
End-User Unit : Office of the Undersecretary for Strategic
Communications (OUSC)

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 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Supply and Delivery of Uniform Jackets for Strategic Communications Cluster Officials and Personnel (Procurement/Contract No. 2024-11-283)** with an Approved Budget for the Contract in the amount of **Thirty-Five Thousand Two Hundred Pesos (PHP 35,200.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail (bac1@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 04 December 2024 at 8:00 A.M¹**.

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. **Copy of BIR form No. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

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

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.



(Original Signed)
JOHN JAFET A. SORIANO
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 Uniform Jackets for Strategic Communications Cluster Officials and Personnel		
<i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”.</i>		
Technical Specifications	Quantity	Statement of Compliance
<p>Technical Specifications:</p> <p>Unisex Corporate Jacket with hidden full metal zipper; Materials: All American Twill and Brushed Twill; Pockets: 2 jetted pockets, 1 right sleeve phone pocket, 1 left inside pocket; Color: Dark Gray; Sizes: XS to 4XL must be available (Quantity per size shall be confirmed before issuance of Purchase Order/ Notice to Proceed) Imprint (kindly see the sample below for reference) Front Design: Colored embroidered Bagong Pilipinas & PCO logo respectively on the top left side of the jacket; Sleeve design: phone pocket sleeve (right) (same color as jacket) Inside Pocket (left), Jetted pockets Back Design: PRESIDENTIAL COMMUNICATIONS OFFICE Strategic Communications in the upper back portion of the jacket Other Details: Quantities per size shall be determined during the actual fitting of the sample.</p> <p><i>Sample final output shall be presented before mass production. Sample fees waived.</i></p>	22 pieces	
IMPORTANT NOTES		

Place of Delivery: New Executive Building, J.P. Laurel St., San Miguel, Manila

Date of Delivery: Shall commence after the approval of the presented sample and shall deliver the same **within 20 calendar** days upon approval.

Delivery Terms: The supplier shall deliver the services/goods on or before the specified delivery date/s to avoid incurring liquidated damages for late delivery.

Delivery Address: Payment Terms: Payment shall be made upon completion of service/s and submission of required payment documents in accordance with the existing government accounting rules and regulations.

Liquidated Damages: Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed. The PCO may rescind the contract once the cumulative number 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.

General Conditions:

- 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:
- 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 fees, consultants' fees, agency fees, etc.)
- VIII. Payment processing is after the service/product has been delivered; and
- IX. A Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charge/s.

FINANCIAL OFFER

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate “0” or “-” if the item being offered is for free.

Supply and Delivery of Uniform Jackets for Strategic Communications Cluster Officials and Personnel		APPROVED BUDGET FOR THE CONTRACT (ABC) PHP 36,000.00 <i>Note: The submitted Bid amount will not exceed the ABC</i>		
Description	Unit	Quantity	Unit Price	Subtotal
Uniform Jackets for Strategic Communications Cluster Officials and Personnel	pieces	22		
TOTAL OFFERED QUOTATION (Total Amount for all Items)			In words:	
			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. A Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

- Suppliers/Service providers shall provide correct and accurate information required in this form.
- 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 number 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.

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

Photo Reference



GRAY PROPOSED JACKET DESIGN FOR STRATCOM

