



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 05 June 2025

RFQ No. : **2025-06-059**

Name of Company	:	
Address	:	
TIN	:	
PhilGEPS Registration No.	:	
Purchase Request No.	:	2025-06-059
End-User Unit	:	Human Resource Development Division (HRDD)
APP CY 2025 Reference:	:	<u>1st APP 2025</u>
Source of Fund	:	<u>GAA 2025</u>

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: **Procurement of 2025 Loyalty Plaques (Procurement/Contract No. 2025-06-059)** with an Approved Budget for the Contract in the amount **Fifteen Thousand Pesos (PHP 15,000.00)**.

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 (procurement@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 10 June 2025 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 and Sanitary 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

¹ In case there is suspension of work (due to declaration of a 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 the same venue and time.



once identified as the winning supplier and after delivery.

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

Original Signed
ZARAH GRACE M. REYES
Member, BAC Secretariat

INSTRUCTIONS:

Accomplish this RFQ correctly and accurately.

Do not alter the contents of this form in any way.

All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Failure to follow these instructions will disqualify your entire quotation.

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 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:

Procurement of 2025 Loyalty Plaques (Procurement/Contract No. 2025-06-059)

*Important Note: State “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “**Specifications**”.*

Technical Specifications	Quantity	Statement of Compliance
2025 Loyalty Plaques Awardees <ul style="list-style-type: none">- Size: 8.25” x 8.25” (including base: 0.50”)- Thickness: 0.75”- Material: Crystal Round with Engraving- Text: Black engraving for the content and- Packaging- Box included gold engraving on the logo,name of the awardee, and signature- Customized: Names: List of names will be provided during contract implementation. <i>(Please refer to the sample plaque)</i>	5 pcs <i>(customized plaques)</i>	



GENERAL CONDITIONS:

- I. Supplier shall submit signed proposal/quotation and submit details of your company;
- II. Supplier shall quote the lowest price (inclusive of all applicable government taxes) 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 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 items. Indicate **“0”** if the item being offered is for free.

Procurement of 2025 Loyalty Plaques	APPROVED BUDGET FOR THE CONTRACT (ABC): Fifteen Thousand Pesos (PHP 15,000.00) <i>Note: The submitted Bid amount should not exceed the ABC</i>		
Description	Quantity	Unit Price	Subtotal
Procurement of 2025 Loyalty Plaques	<u>5 PCS</u>		
TOTAL OFFERED QUOTATION (Total Amount for all Items)		In words:	
		Figures: ₱ _____	

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 initiated 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.

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