



REQUEST FOR QUOTATION NO.: 2024-02-004

Date: February 13, 2024

Procurement Title : **Supply, Fabrication, and Delivery of Advocacy Polo Shirt in celebration of the 2024 National Women's Month**

Purchase Request No. : **2024-02-032**

Approved Budget for the Contract : **Php 80,000.00 (Vat Inclusive)**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St, Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **February 19, 2024; 10:00 A.M.**

Documents submitted via email should be password-protected. Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Income/Business Tax Return;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative;**
 - **Brochure**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.



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KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
Supply, Fabrication, and Delivery of Advocacy Polo Shirt in celebration of the 2024 National Women's Month	200 pcs	Php 80,000.00 (Php 400.00 per piece)	
Specifications:			
Color: Royal Purple			
Material: Lacoste Honeycomb			
Printing Method: DTF printing			
Sizes: (TBD)			
TOTAL AMOUNT		Php 80,000.00	

Delivery Schedule: 15 calendar days upon approval of the sample product

After careful evaluation of the General Terms and Conditions, Specifications, Event Schedule, and Place of event of the requirement, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For Further information, please refer to:

KEESHIA MAE L. ACEDERA
Procurement Officer

Email: bac.secretariat@cfo.gov.ph





Please see attached Annex A

