



REQUEST FOR QUOTATION NO.: 2024-07-042

Date: July 04, 2024

Procurement Title : Supply, Fabrication, and Delivery of 121 pieces of Dri-fit Polo Shirt for the CFO Team Building

Purchase Request No. : 2024-07-137

Approved Budget for the Contract : Php 57,475.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas (CFO) invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. The bidders have the option to submit quotations either by manual submission or via email **on or before July 08, 2024; 01:00 P.M.**

For manual submissions:

- Two (2) sealed brown envelopes must be submitted at CFO office located on the **21st Floor, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St, Diliman, Quezon City**
- The 1st envelope must contain original or certified true copies of your documentary requirements and financial bid, while the 2nd envelope contains photocopies.

For email submissions:

- You may submit your documentary requirements and financial bid to our email: bac.secretariat@cfo.gov.ph
- Financial bids must be password-protected; financial bids with no password will not be accepted.
- A representative of the bidder must attend the bid opening via Zoom and provide the password during the meeting.

General Terms and Condition:

1. Quotations should be addressed to the **CFO Bids and Awards Committee;**
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 costs and applicable taxes;**
4. The following documents should also be submitted **along with the sealed quotation:**
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative;**
 - **Brochure or sample of previous work;**
 - **Gray fabric swatches**
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.

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 121 pieces of Dri-fit Polo Shirt for the CFO Team Building	121 Pieces	PHP 57,475.00 (PHP 475.00 per piece)	
Polo Shirt			
Specifications:			
Fabric: Dri-fit			
Color: Gray			
Printing Method: DTF Printing			
Collared			
Dimensions of front logo: 3 x 3 inches			
Dimensions of back logo: 9 x 5 inches			
Polo Shirt Size:			
XS - 3			
S - 18			
M - 27			
L - 35			
XL - 21			
XXL - 12			
XXXL - 5			
TOTAL AMOUNT		PHP 57,475.00	

Delivery Schedule: on or before July 23, 2024

Please see attached Annex A for the design

Annex A

3



3x3 in



approx 9x5 in

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, 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 more information, you may contact the **CFO-BAC Secretariat** through:

Email: bac.secretariat@cfo.gov.ph

Telephone numbers: 8552-4792, 8552-715, 8552-4756