



REQUEST FOR QUOTATION NO.: 2024-09-065

Date: September 05, 2024

Procurement Title : Supply, Fabrication and Delivery of Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Polo Shirt and Tote Bag

Purchase Request Nos. : 2024-08-183

Approved Budget for the Contract : Php 297,000.00 (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 **September 11, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (see attached instructions on how to lock your files). 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;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Sample**
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:** _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

***Bidders may choose to bid per line item*

***Award will be made per line item*

ITEM NO.	ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
1	Supply, Fabrication and Delivery of PAFIOO Polo Shirts Specifications: <ul style="list-style-type: none"> ▪ Honeycomb Lifeline Type ▪ Color: Dark Red ▪ with embroidery on front, back and sleeve ▪ sizes: to be determined See attached Annex A for the Layout	400	Php 192,000.00 (Php 480.00 per item)	
2	Supply, Fabrication and Delivery of PAFIOO Tote Bags Specifications: <ul style="list-style-type: none"> ▪ Canvas Fabric ▪ Color: Black ▪ Size: 16 (H) X 15 (L) X 4 (W) ▪ DTF printing front and back ▪ with removable inner padding at the bottom for support See attached Annex A for the Layout	350	Php 105,000.00 (Php 300.00 per item)	

Delivery Schedule: 45 calendar days upon approval of the sample

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 Further information, please refer to:

KEESHIA MAE L. ACEDERA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792 / 8552-4703 / 8552-4756