



**REQUEST FOR QUOTATION NO.: 2025-02-014**

Date: February 17, 2025

**Procurement Title** : Supply, Fabrication, Printing, and Delivery of Advocacy Polo Shirt in Celebration of the 2025 National Women's Month

**Purchase Request No.** : 2025-02-018

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

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sgt. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **February 21, 2025, by 10:00 A.M.**

Documents submitted via email must be **secured with password protection**. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

**I. General Terms and Conditions:**

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
  - **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; and**
  - **Sample**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be Charged to the account of the winning bidder.
5. 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:** \_\_\_\_\_

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
<b>Supply, Fabrication, Printing, and Delivery of Advocacy Polo Shirt in Celebration of the 2025 National Women's Month</b> <b>Specifications:</b> <b>Color:</b> Purple <b>Material:</b> Honeycomb, thick clothing <b>Logo size:</b> W-5.9733 x H-7.5 inches (Front) W-4 x H-1.9876 inches (Back) <b>Printing Method:</b> DTF printing <b>Sizes:</b> TBD <b>Note:</b> Mock sample of what clothing to be used cost to include all applicable taxes	200 pcs	Php 80,000.00 (Php 400.00 per piece)	
<b>TOTAL AMOUNT</b>		<b>Php 80,000.00</b>	

**Delivery Schedule: 15 calendar days upon receipt of the sample product**

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](mailto:bac.secretariat@cfo.gov.ph) or [kabiendima@cfo.gov.ph](mailto:kabiendima@cfo.gov.ph)  
 Telephone: 8552-4792

**Please see attached Annex A**

