



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0088
CANVASS PERIOD: 16 to 19 November 2024

Company/Business Name: _____
Address: _____
Telephone Number: _____
Tax ID Number (TIN): _____
PhilGEPS Registration Number: _____

The **GOVERNANCE COMMISSION FOR GOCCS (GCG)**, through its Bids and Awards Committee (BAC), formally requests a corporate proposal/quotation for the procurement of **One (1) Lot Supply and Delivery of Event Banners, Name Tags and ID Lace for the 17th Meeting of the OECD-Asia Network Corporate Governance of State-Owned Enterprises on 12-13 December 2024 in Manila, Philippines** with an Approved Budget for the Contract (ABC) of **Fifty-Nine Thousand Eight Hundred Fifty Pesos Only (₱59,850.00)**.

Please submit your best offer addressed to the BAC subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

ATTENTION:	GCG - Bids and Awards Committee
RE:	Submission for the procurement of ONE (1) LOT SUPPLY AND DELIVERY OF EVENT BANNERS, NAME TAGS AND ID LACE FOR THE 17TH MEETING OF THE OECD-ASIA NETWORK CORPORATE GOVERNANCE OF STATE-OWNED ENTERPRISES ON 12-13 DECEMBER 2024 IN MANILA, PHILIPPINES

This RFQ must be duly filled out and **signed by the bidder's authorized representative** supported with the specified documents below, and must be submitted not later than **19 November 2024, 2:00 PM.**

All submissions via email must be sent to **procurement@gcg.gov.ph** and all physical bidding documents through **MANUAL/HARDCOPY** submissions must be sealed and submitted to the given address below, **on or before 19 November 2024 at 2:00 PM** (GCG Front Desk Bundy Clock Time):

PROCUREMENT MANAGEMENT DIVISION
 Governance Commission for GOCCs
 8/F BDO Towers Paseo (formerly Citibank Center),
 8741 Paseo De Roxas, Makati City

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;



3. Notarized Omnibus Sworn Statement (See attached Template); **and**

4.

IF THE SUPPLIER SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) CORPORATION	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary’s Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) SOLE PROPRIETORSHIP	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) PARTNERSHIP	c.1.) SEC Registration of Partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **RFQ form signed by the bidder’s authorized representative before the deadline on 19 November 2024, 2:00 pm** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.



QUOTATION FORM

INSTRUCTIONS TO ALL PROSPECTIVE BIDDERS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to mark “comply” unconditionally with any of the mandatory requirements will render the quotation non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Except for the appliances you are not offering, all technical specifications must be complied with. Failure to state “comply” with the mandatory requirements shall render the quotation ineligible/disqualified/non-responsive.
- 6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
- 7) Failure to follow these instructions will disqualify your entire quotation.

**AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE
 SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:**

ONE (1) LOT SUPPLY AND DELIVERY OF EVENT BANNERS, NAME TAGS AND ID LACE FOR THE 17TH MEETING OF THE OECD-ASIA NETWORK CORPORATE GOVERNANCE OF STATE-OWNED ENTERPRISES ON 12-13 DECEMBER 2024 IN MANILA, PHILIPPINES (CANVASS PERIOD: 16 to 19 November 2024)				
MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:		STATEMENT OF COMPLIANCE	REMARKS/ COMMENTS	
Note: Non-compliance with the minimum required specifications shall be rejected.		(Must state “Comply” or “Not Comply”)	if any	
One (1) Lot Supply and Delivery of Event Banners, Name Tags and ID Lace for the 17th Meeting of the OECD-Asia Network Corporate Governance of State-Owned Enterprises on 12-13 December 2024 in Manila, Philippines				
TECHNICAL SPECIFICATION				
Item Description	Unit	Quantity		
1. 2.75 X 6.5 ft. Pull-Up Tarpaulin Printing and Replacement (See Annex A)	Piece	3		
2. 2.75 X 6.5 ft. Aluminum Pull-up Banner Stand with Tarpaulin Printing and Installation (See Annex A)	Set	2		

**ONE (1) LOT SUPPLY AND DELIVERY OF EVENT BANNERS, NAME TAGS AND ID LACE FOR THE 17TH MEETING OF THE OECD-ASIA NETWORK CORPORATE GOVERNANCE OF STATE-OWNED ENTERPRISES ON 12-13 DECEMBER 2024 IN MANILA, PHILIPPINES
(CANVASS PERIOD: 16 to 19 November 2024)**

MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:		STATEMENT OF COMPLIANCE	REMARKS/ COMMENTS
Note: Non-compliance with the minimum required specifications shall be rejected.		(Must state "Comply" or "Not Comply")	if any
3. Vertical PVC ID with slotted hole and printing of IDs (See Annex B) <ul style="list-style-type: none"> • Size: 3.15 x 4.72 in (8 x 12 cm) • Thickness: 0.76 mm; • Material: Glossy • Print: High-quality in full color, double-sided. 	Piece	150	
4. Lanyard with metal hook (See Annex C) <ul style="list-style-type: none"> • Dimensions: (W) ¾ in; (L) 36 in • Material: Shiny Polyester fabric • Printing Method: Dye sublimation • Design: White background with high-quality full color print of company logos. 	Piece	150	
OTHERS			
1. The design should be in accordance with the attached Annexes.			
2. No subcontracting is allowed.			
3. Inclusive of delivery charge.			
4. All banners & stands, and one (1) sample pair (PVC ID & lanyard) should be delivered within three (3) working days upon receipt of Purchase Order (PO).			
5. All IDs and lanyard should be delivered within seven (7) working days upon approval of the sample item.			
6. Replacement of defective item to GCG without additional charge.			
7. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for each item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). Quotations for each item should not exceed the total cost limit. In case of discrepancies in the financial offer, Section 32.2.3 of the 2016 Revised IRR of R.A. No. 9184 shall apply.

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT:				
ITEM	QUANTITY & UNIT	UNIT COST	TOTAL COST	OFFERED QUOTATION
1. 2.75 X 6.5 ft. Pull-Up Tarpaulin Printing and Replacement	3 PIECES	₱850.00	₱2,550.00	
2. 2.75 X 6.5 ft. Aluminum Pull-up Banner Stand with Tarpaulin Printing and Installation	2 SETS	₱2,400.00	₱4,800.00	
3. Vertical PVC ID with slotted hole and printing of IDs	150 PIECES	₱200.00	₱30,000.00	
4. Lanyard with metal hook	150 PIECES	₱150.00	₱22,500.00	
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)				TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Fifty-Nine Thousand Eight Hundred Fifty Pesos Only (₱59,850.00)				In Words: _____ _____ In Figures: _____ _____

TERMS AND CONDITIONS:

1. Bidders 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 specified technical specifications and other terms and conditions stated herein.
6. Notice of Award shall be signed by the authorized representative and returned to GCG within three (3) calendar days from its receipt.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.

**Signature over Printed Name
of the Sole Proprietor or
the Authorized Representative
(for corporations and partnerships)**

Office Telephone /Fax/Mobile Nos

Email address/es