



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO.** 24-0029  
**CANVASS PERIOD:** 02 to 07 May 2024

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Tax ID Number (TIN):** \_\_\_\_\_  
**PhilGEPS Registration Number:** \_\_\_\_\_

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **SUPPLY, DELIVERY, AND INSTALLATION OF ACRYLIC SIGNAGES ¼ THICK WITH BACKING STICKER WITH PRINT 32X26-INCHES WITH FOUR (4) HOLES.**

Attached is **Purchase Request No. 24-0029** with an Approved Budget for the Contract (ABC) of Sixty-Seven Thousand Five Hundred Pesos Only (**₱67,500.00**). Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) with subject name: **“Submission for the procurement of SUPPLY, DELIVERY, AND INSTALLATION OF ACRYLIC SIGNAGES ¼ THICK WITH BACKING STICKER WITH PRINT 32X26-INCHES WITH FOUR (4) HOLES.”**

On the other hand, **all physical submissions must be labeled and addressed:**

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>SUPPLY, DELIVERY, AND INSTALLATION OF ACRYLIC SIGNAGES ¼ THICK WITH BACKING STICKER WITH PRINT 32X26-INCHES WITH FOUR (4) HOLES.</b>

**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.

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

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 **Request for Quotation form signed by the bidder’s authorized representative before the deadline on 07 May 2024, 10:00 am** 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](mailto:procurement@gcg.gov.ph).

Thank you.



**QUOTATION FORM**

**INSTRUCTIONS**

- 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 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) 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:**

SUPPLY, DELIVERY, AND INSTALLATION OF ACRYLIC SIGNAGES ¼ THICK WITH BACKING STICKER WITH PRINT 32X26-INCHES WITH FOUR (4) HOLES (PERIOD OF CANVASS: 02 to 07 May 2024)			
TECHNICAL SPECIFICATIONS	Yes	No	Comments
<b>ITEM DESCRIPTION</b>			
<b>Supply, Delivery, and Installation of Acrylic Signages ¼ Thick with Backing Sticker with Print 32x26-Inches with Four (4) Holes</b>			
<ul style="list-style-type: none"> <li>• <b>Nine (9) pieces of Acrylic Signages</b> <ol style="list-style-type: none"> <li>a. Three (3) pieces of GCG Quality Policy</li> <li>b. Three (3) pieces of GCG Mission and Vision</li> <li>c. Three (3) pieces of GCG Core Values</li> </ol> <p align="center"><i>(See attached sample design)</i></p> </li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Installation of the Acrylic Signages of GCG's Quality Policy, Mission and Vision, and Core Values at the GCG Main Office located at BDO Towers Paseo (formerly Citibank Center) 8741 Paseo de Roxas, Makati City</b> <ol style="list-style-type: none"> <li>a. GCG Main Office located at 3/F</li> <li>b. GCG Extension Office "B" located at 8/F</li> <li>c. GCG Extension Office "A" located at 17/F</li> </ol> </li> </ul>			

**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 the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Sixty-Seven Thousand Five Hundred Pesos Only ( <b>₱67,500.00</b> ).	<b>In Words:</b> _____ _____
	<b>In Figures:</b> _____

**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. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.

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

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**Office Telephone /Fax/Mobile Nos**

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**Email address/es**



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
FOR GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS

## Core Values

### **Integrity**

We are honest, speak the truth, walk the talk

### **Professionalism**

We believe in and practice meritocracy;  
we aspire for the highest standard of  
excellence and service

### **Independence**

We believe in and practice transparency,  
accountability, and fairness

### **Love of Country**

We put country above self

**ATTY. MARIUS P. CORPUS**  
*Chairperson*

**ATTY. BRIAN KEITH F. HOSAKA**  
*Commissioner*

**ATTY. GERALDINE MARIE B.  
BERBERABE-MARTINEZ**  
*Commissioner*



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## Mission

The GCG is an efficient and effective central advisory, oversight, and monitoring body with authority to formulate and implement policies in the active exercise of State's ownership rights over GOCCs, thereby ensuring their economic viability and fiscal discipline through adherence to the highest standards of corporate governance.

## Vision

In 2028, GCG shall be an esteemed institution for corporate governance, exemplifying the highest levels of professionalism in the stewardship of GOCCs. To safeguard accountability, economic viability, and responsiveness to the needs of the Filipino.

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*Chairperson*

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*Commissioner*

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## Quality Policy

GCG is committed to be the leading and recognized institution for corporate governance, exemplifying the highest levels of professionalism in the stewardship of GOCCs in instilling accountability, economic viability, and responsiveness to the needs of public interest.

To uphold this commitment, we shall –

- Institutionalize the highest standards of corporate governance for GOCCs
- Promote integrity and accountability through participatory governance
- Guarantee effective, efficient, and innovative delivery of services
- Ensure compliance with applicable quality, statutory, and regulatory requirements
- Reengineer processes with innovative technology to eliminate red tape and enhance internal controls
- Elevate and retain corporate governance specialists by establishing an ideal professional work environment and culture

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*Chairperson*

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*Commissioner*

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