

## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Repainting of Workstations, Walls and Ceilings** in accordance with **Section 34** of the revised Implementing Rules and Regulations of Republic Act of 12009.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 25, 2026 at 10:00AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized)\* and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1711 or email address at [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**ROWENA G. BETIA**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
  - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
  - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed) TERMS OF REFERENCE</b>	<b>REMARKS</b>
<b>Repainting of Workstations, Walls and Ceilings</b>	<i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>
<p>1. Objective</p> <p>To maintain a clean, professional, and conducive working environment, the office requires the repainting of existing workstations, walls, and ceilings, as well as the revarnishing of tabletops. These interventions are necessary to address visible wear and tear, such as faded finishes, surface stains, minor cracks, and other signs of deterioration that have accumulated over time due to regular use.</p> <p>2. Project Location</p> <ul style="list-style-type: none"> <li>➤ The project shall be undertaken at Unit 1903 of 139 Corporate Center, Valero St., Makati City ("Unit 1903") and Unit 3B of Lepanto Bldg, Paseo De Roxas Ave., Makati City ("Unit 3B").</li> </ul> <p>3. Scope of Work</p> <p>The contractor shall undertake the following activities:</p> <ul style="list-style-type: none"> <li>➤ 3.1 Repainting of Workstations (all workstations including partitions/dividers at Unit 1903) <ul style="list-style-type: none"> <li>○ Cleaning and preparation of cubicle surfaces prior to painting.</li> <li>○ Scraping and sanding of existing paint where necessary.</li> <li>○ Application of at least two (2) coats of high-quality paint.</li> <li>○ Application of odorless paints (the same as the existing color)</li> <li>○ Ensuring smooth and even paint finish.</li> </ul> </li> <li>➤ 3.2 Repainting of Walls (all internal walls of Unit 1903 plus two (2) walls of Unit 3B) <ul style="list-style-type: none"> <li>○ Surface cleaning and preparation.</li> <li>○ Repair of minor cracks or surface imperfections where necessary.</li> <li>○ Application of odorless paints (the same as the</li> </ul> </li> </ul>	

- existing color for Unit 1903 while white color for Unit 3B)
- Proper protection of nearby furniture and flooring during painting works.
- 3.3 Repainting of Ceilings (all internal ceilings of Unit 1903)
- Surface cleaning and preparation.
  - Application of odorless paint (the same as the existing color)
- 3.4 Varnishing of Tabletops (all tabletops at Unit 1903)
- Cleaning and sanding of wooden table surfaces.
  - Removal of old varnish or damaged finish where necessary.
  - Application of odorless varnish (the same as the existing color)
  - Ensuring smooth and polished surface finish.
- 3.5 Other Requirements
- Supply of all necessary materials, tools, equipment, and labor required to complete the work.
  - Proper disposal of waste materials after completion of the work.
  - Protection of existing office equipment and furniture during the project.
4. Duration of the Project
- The project shall be completed within 15 calendar days from receipt of the Notice to Proceed (NTP).
5. Deliverables
- The contractor shall ensure:
- Completion of repainting of workstations, walls and ceiling.
  - Proper varnishing of tabletops.
  - Clean and restored working areas upon completion.
6. Responsibilities of the Contractor
- The contractor shall:
- Provide skilled workers to perform the services.
  - Ensure the use of high-quality odorless paints, varnish, and materials.
  - Observe safety procedures during the conduct of the work.
  - Coordinate with the designated office representative regarding the schedule of works.

<p>7. Approved Budget for the Contract</p> <ul style="list-style-type: none"> <li>➤ The project's Approved Budget for the Contract (ABC) is Pesos: Three Hundred Thousand Only (Php300,000.00) inclusive of all applicable taxes and charges.</li> </ul> <p>8. Payment Terms</p> <ul style="list-style-type: none"> <li>➤ Payment shall be made upon completion and acceptance of the project, subject to submission of the required billing.</li> </ul> <p>9. Warranty</p> <ul style="list-style-type: none"> <li>➤ The contractor shall provide a minimum warranty period of one (1) year for defects related to workmanship or materials used.</li> </ul> <p>10. Documentary Requirements</p> <ul style="list-style-type: none"> <li>➤ The contractor must submit the following documents: <ul style="list-style-type: none"> <li>○ Duly accomplished Request for Quotation or Formal Quotation</li> <li>○ Valid PhilGEPS Registration Certificate</li> <li>○ Valid Mayor's/Business Permit</li> <li>○ BIR Certificate of Registration (Form 2303)</li> <li>○ Notarized Omnibus Sworn Statement <ul style="list-style-type: none"> <li>• With Secretary's Certificate if the entity is a corporation, partnership, or cooperative; or</li> <li>• With Special Power of Attorney if a single proprietorship or joint venture and the signatory is not the registered owner.</li> </ul> </li> </ul> </li> </ul>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) Unit 1903 of 139 Corporate Center, Valero St., Makati City ("Unit 1903") and Unit 3B of Lepanto Bldg, Paseo De Roxas Ave., Makati City ("Unit 3B").	
c) within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP)	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php300,000.00</b> VAT Inclusive			In words _____  In figures: _____

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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 minimum technical specifications and other terms and conditions stated herein.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 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 contractor. Our Government Servicing Bank, i.e, the

Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_