

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 **Supply, Delivery and Installation of Roll-Up Blinds** 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 **April 23, 2026 at 10:00AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, 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 1734 or email address at 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:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed) TERMS OF REFERENCE SUPPLY, DELIVERY AND INSTALLATION OF ROLL-UP BLINDS	REMARKS <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>This project covers the supply, delivery, and installation of roll-up blinds, including the dismantling of existing vertical blinds, at the 17th floor of the SB Corporation Head Office.</p> <p>2. BUDGET:</p> <p>The total Approved Budget for the Contract (ABC) is Two Hundred Fifty-Nine Thousand Eight Hundred Sixty Pesos (P259,860.00), inclusive of labor, materials, equipment, tools, taxes, and all other incidental charges necessary for the completion of the project.</p> <p>3. SCOPE OF WORKS:</p> <p>a) Dismantling of All Existing Vertical Blinds</p> <ul style="list-style-type: none"> • Carefully dismantle all existing vertical blinds located on the 17th floor of the SB Corporation Head Office in preparation for the installation of new roll-up blinds. <p>b) Supply and Delivery of New Roll-up Blinds</p> <ul style="list-style-type: none"> • Supply and deliver brand-new, approved roll-up blinds, including all tools and equipment required for installation. • Fabric samples must be submitted to SB Corporation for evaluation and approval prior to mass production. <p>c) Installation of New Roll-up Blinds</p> <ul style="list-style-type: none"> • Install the new roll-up blinds on the 17th floor of the SB Corporation Head Office. • Installation works shall be conducted after office hours every Thursdays and Fridays the whole day on s to avoid disruption of regular office operations. 	

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications

d) Location of new roll-up blinds and estimated measurement in square feet

Location / Office with corresponding estimated sq.

1701 Quadrant

Human Resource & Administrative Services Group (160)
Corporate Support Sector (97)
Conference Room (373)

1702 Quadrant

Innovation and Advocacy Group (157)
Internal Audit Group (236)
Special Project Unit (62)

1703 Quadrant

Commission on Audit (163)
Enterprise Risk Management Group (131)
Conference Room (310)

1704 Quadrant

Controllership Group (131)
Legal Services Group (277)

TOTAL SQ.FT. = 2,097

Note: Prospective suppliers/bidders may make their own actual measurements before submitting their proposal, in coordination with SB Corp for the preferred schedule of measurement.

4. DURATION AND SCHEDULE:

The project shall be completed **within one (1) month or four (4) weeks** from receipt of the **Notice to Proceed (NTP)**.

All installation works shall be undertaken **after office hours every Thursday and the whole day on Fridays**.

<p>5. PAYMENT</p> <p>Payment shall be made within fifteen (15) working days upon full completion, inspection, and acceptance of the project by SB Corporation..</p> <p>6. DOCUMENTARY REQUIRMENTS: The service provider shall submit valid and updated copies of the following documents:</p> <ol style="list-style-type: none"> 1. Current Mayor's/Business Permit 2. BIR Certificate of Registration (BIR Form 2303) 3. PhilGEPS Registration Certificate (Platinum or Red) 4. Notarized Omnibus Sworn Statement <ul style="list-style-type: none"> o With Secretary's Certificate if the entity is a corporation, partnership, or cooperative; or o With Special Power of Attorney if a single proprietorship or joint venture and the signatory is not the registered owner. 	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
--	--

DELIVERY REQUIREMENT	
a) 1 lot	
b) 17th Flr., 139 Corporate Center, 139, Valero St., Salcedo Village, Makati City	
c) within one (1) month or four (4) weeks 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.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
Php259,860.00 VAT Inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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.
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 SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. 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: _____