

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 **Conversion of Tube Lights from Conventional to LED** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

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 **February 11, 2025 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement* 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 jbperez@sbcorp.gov.ph; 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 certified-true-copy of Secretary's Certificate in case of a corporation, partnership, or cooperative; or Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.*

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

Procurement of Grocery Supplies	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p style="text-align: center;">TERMS OF REFERENCE</p> <p>I. NAME OF PROJECT Conversion of Tube Lights from Conventional to LED</p> <p>II. LOCATION SB Corporation Head Office, 17th and 18th Floor, 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City</p> <p>III. PURPOSE The project is intended to replace and convert the existing tube lights from conventional to LED as a measure to conserve energy and in compliance with the directive of Inter-Agency Energy Efficiency and Conservation Committee.</p> <p>IV. SCOPE OF WORK</p> <p style="padding-left: 20px;">A. Supply and delivery of Tube Light with the following specifications:</p> <ul style="list-style-type: none"> - LED tube light - 18 Watts - T8 Daylight - Double Ended - 180-265V - Qty: 406 pcs <p style="padding-left: 20px;">B. Installation</p> <ul style="list-style-type: none"> - Labor and materials for the rewiring and retrofitting for LED tube light <p style="padding-left: 20px;">C. Permit – the winning bidder should secure the necessary permit/clearance and approval of the electrical plan or its equivalent from the Property Manager of 139 Corporate Center and from Makati City Building Officials, if necessary.</p> <p>V. APPROVED BUDGET</p> <p>The approved budget for the above-mentioned project is <u>Php 470,000.00</u> inclusive of labor, materials, taxes, and other charges.</p> <p>DELIVERY</p> <p>The Contractor is given sixty (60) days to complete the project commencing on date of receipt of Notice to Proceed. Every day of delay shall be subject to penalty charge equivalent to 1/10 of 1% of the total value of incomplete portion of the project.</p> <p>Actual inspection of the project will be conducted immediately upon its completion to determine their compliance with the TOR.</p>	

The SB Corp has the right to reject or return the items or deny the acceptance of the project and cancel the corresponding Notice of Award and Purchase Order (PO) if the items delivered or works performed are found to be defective, incomplete, non-compliant with the TOR.

VII. ELIGIBILITY OF BIDDERS

1. Must be in the business of supplying and installation of electrical lights and wiring for not less than two (2) years;
2. With at least three (3) completed and/or on-going projects;
3. Must have licensed electrical engineer or licensed master electrician or its equivalent to be assigned to the project.

VIII. DOCUMENTARY REQUIREMENTS

Interested contractors must submit the following documents which will be used in the evaluation of proposals:

1. SEC Registration/DTI Permit
2. PhilGEPS Registration (Platinum or Red)
3. Mayor's or Business Permit
4. BIR Form 2303
5. Sworn Statement
6. List of ongoing and completed projects
7. Copy of license of the electrical engineer or master electrician or its equivalent

DELIVERY REQUIREMENT

a) 1 lot

b)

c) Terms of Payment: 20 days upon receipt of billing

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 GROCERY SUPPLIES

Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
Php470,000.00 Tax 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: _____