

## 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 and Delivery of Corporate Polo Shirt with Print and Embroidery** in accordance with **Section 34** of the 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 **March 06, 2026 at 10:00 AM**. A copy of your **valid 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 [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.*

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

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> <i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>																		
<p><b>I. PROJECT TITLE</b></p> <p>Procurement of the Corporate Polo-Shirt for Small Business Corporation Employees</p>																			
<p><b>II. SPECIFICATION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Size/Fit</td> <td>XS, S, M, L, XL, 2XL, 3XL</td> </tr> <tr> <td>Material</td> <td>Honeycombed fabric</td> </tr> <tr> <td>Color</td> <td>Three-toned polo shirt featuring light violet or white, violet and purple</td> </tr> <tr> <td>Collar</td> <td>Standard</td> </tr> <tr> <td>Decorated Method</td> <td>Embroidery</td> </tr> <tr> <td>Imprint Location</td> <td>Left and right chest (logo) Back (words)</td> </tr> <tr> <td>Logo</td> <td> <b>Front</b>            SB Corporation (left chest)            DTI and Bagong Pilipinas Logo (right chest)            Diameter: 3.5"W x .98"H            Color: full color (green, orange, black)  <b>Back</b>            #VAWFreePH            #WEcanbeEquALL            Color: full (orange)         </td> </tr> <tr> <td>Quantity</td> <td>465 pieces</td> </tr> </tbody> </table>		Item	Description	Size/Fit	XS, S, M, L, XL, 2XL, 3XL	Material	Honeycombed fabric	Color	Three-toned polo shirt featuring light violet or white, violet and purple	Collar	Standard	Decorated Method	Embroidery	Imprint Location	Left and right chest (logo) Back (words)	Logo	<b>Front</b> SB Corporation (left chest) DTI and Bagong Pilipinas Logo (right chest) Diameter: 3.5"W x .98"H Color: full color (green, orange, black) <b>Back</b> #VAWFreePH #WEcanbeEquALL Color: full (orange)	Quantity	465 pieces
Item	Description																		
Size/Fit	XS, S, M, L, XL, 2XL, 3XL																		
Material	Honeycombed fabric																		
Color	Three-toned polo shirt featuring light violet or white, violet and purple																		
Collar	Standard																		
Decorated Method	Embroidery																		
Imprint Location	Left and right chest (logo) Back (words)																		
Logo	<b>Front</b> SB Corporation (left chest) DTI and Bagong Pilipinas Logo (right chest) Diameter: 3.5"W x .98"H Color: full color (green, orange, black) <b>Back</b> #VAWFreePH #WEcanbeEquALL Color: full (orange)																		
Quantity	465 pieces																		
<p><b>III. WORKMANSHIP</b></p> <ul style="list-style-type: none"> <li>The garments shall be free from defects that affect appearance and durability</li> <li>The garments shall be free from marks, stains, and spots incurred during marking</li> </ul>																			

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

- All seams should be smooth and fully taped
- Seams and stitches shall be free from twists, crinkles, and shrinkages
- All ends of sewing should be trimmed
- Loose threads should be removed
- The polo shirt shall be of uniform and acceptable make, color and finish
- The shades of the component parts shall complement

#### **IV. TOTAL APPROVED BUDGET**

The Approved Budget for the Contract (ABC) is PESOS: Two Hundred Seventy-Nine Thousand (**P279,000.00**) for the procurement of Four Hundred Sixty-Five (465) pieces of polo shirt, inclusive of all applicable government taxes and service charges.

#### **V. QUALIFICATIONS**

- The Service Provider must have been engaged in the clothing and apparel industry for a minimum of three (3) years
- They must have provided a clothing requirements such as uniform and polo-shirts for at least three (3) private corporations or government agencies.
- Must have office and/or tailoring shop within NCR.

#### **VI. DUTIES AND RESPONSIBILITIES OF THE WINNING SERVICE PROVIDER**

The Service Provider shall deliver all the polo shirts indicated in the purchase order within fifteen (15) calendar days after the approval of prototype and SB Corp's submission of polo-shirt sizes.

#### **VII. PAYMENT SCHEDULE**

Full payment within 15 working days upon issuance of the following:

- Billing statement by the Service Provider
- Inspection and Acceptance Certificate to be issued by SB Corporation

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications*

<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 15 Calendar days upon receipt of 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)
ABC Php279,000.00 Tax 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

*Small Business Corporation is an Attached Agency of the Department of Trade and Industry*

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: \_\_\_\_\_

