

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 **Procurement of Corporate Polo-Shirt for SBCorp Employees** 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 **November 21, 2025 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

(Originally Signed)
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)	REMARKS <i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered</i>																		
<p>Procurement of the Corporate Polo-Shirt for Small Business Corporation Employees</p> <p>I. SPECIFICATION</p> <table border="1"> <thead> <tr> <th>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 white, light 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> <p>Front</p> <p>SB Corporation logo (left chest) DTI and Bagong Pilipinas Logo (right chest)</p> <p>Diameter: 3.5”W x .98”H Color: full color (green, orange, black)</p> <p>Back</p> <p>#VAWFreePH #WEcanbeEquALL</p> <p>Color: full (orange)</p> </td> </tr> <tr> <td>Quantity</td> <td>464 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 white, light violet, and purple	Collar	Standard	Decorated Method	Embroidery	Imprint Location	Left and right chest (logo) Back (words)	Logo	<p>Front</p> <p>SB Corporation logo (left chest) DTI and Bagong Pilipinas Logo (right chest)</p> <p>Diameter: 3.5”W x .98”H Color: full color (green, orange, black)</p> <p>Back</p> <p>#VAWFreePH #WEcanbeEquALL</p> <p>Color: full (orange)</p>	Quantity	464 pieces
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II. WORKMANSHIP

- The garments shall be free from defects that affect appearance and durability
- The garments shall be free from marks, stains, and spots incurred during marking
- 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

III. TOTAL APPROVED BUDGET

The Approved Budget for the Contract (ABC) is PESOS: Two Hundred Seventy-Eight Thousand Four Hundred (**P278,400.00**) for the procurement of Four Hundred Sixty-four (464) pieces of polo shirt, inclusive of all applicable government taxes and service charges.

IV. 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.

V. DUTIES AND RESPONSIBILITIES OF THE WINNING SERVICE PROVIDER

The Service Provider shall deliver all the polo shirts indicated in the purchase order within seven (7) calendar days after the approval of prototype and SB Corp's submission of polo-shirt sizes.

VI. PAYMENT SCHEDULE

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

<ul style="list-style-type: none"> • Billing statement by the Service Provider • Inspection and Acceptance Certificate to be issued by SB Corporation 	
DELIVERY REQUIREMENT	
a) 1 lot	
b) SBCorp 18 th Flr 139 Corporate Center, 139 Valero St., Salcedo Village Makati City	

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)
ABC 278,400.00 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: _____