

## 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 **Subscription To Mobile Plan For SIM Gateway of VOIP Telephone System** 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 **December 18, 2025 at 10:00 AM.** A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\*, ITR (Updated) 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)

(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:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p><b>TERMS OF REFERENCE</b></p> <p><b>SUBSCRIPTION TO MOBILE PLAN FOR SIM GATEWAY OF VOIP TELEPHONE SYSTEM</b></p>	<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i></p>
<p><b>I. OBJECTIVE</b></p> <p>To enhance communication efficiency and ensure reliable nationwide connectivity, SB Corporation shall utilize a SIM Gateway integrated into its VOIP Telephone System. To support this, the Corporation requires mobile SIM-only subscriptions with unlimited calling and texting capabilities. This will ensure seamless communication with stakeholders and uninterrupted business operations for mission-critical transactions across the country.</p> <p><b>II. SCOPE OF WORK</b></p> <p>The selected telecommunications provider shall supply and activate 32 SIM-only postpaid plans with the following minimum features:</p> <ol style="list-style-type: none"> <li>1. Unlimited all-net mobile calls (to all local mobile networks)</li> <li>2. Unlimited all-net SMS (to all local mobile networks)</li> <li>3. Unlimited nationwide landline calls</li> <li>4. Nationwide network accessibility and coverage</li> <li>5. SIM-only subscription (no handsets required)</li> <li>6. Monthly subscription cost not exceeding Six Hundred Pesos (₱600.00) per SIM</li> </ol> <p>The SIM cards shall be:</p> <ul style="list-style-type: none"> <li>• Fully compatible with SB Corporation’s SIM Gateway and VOIP System</li> <li>• Supported by responsive customer and technical support services</li> </ul>	

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

- Replaced at no additional cost in case of defective SIM cards within the contract period

### III. RESPONSIBILITIES OF SERVICE PROVIDER

The service provider shall:

1. Deliver and activate all 32 SIM subscriptions upon issuance of the Notice to Proceed;
2. Provide coordination and technical support for installation and activation;
3. Ensure stable network/service availability nationwide;
4. Issue a consolidated monthly billing statement;

### IV. PROJECT COST

The Approved Budget for the Contract (ABC) is **Six Hundred Ninety-One Thousand Two Hundred Pesos (₱691,200.00)**, inclusive of applicable taxes. The budget will be taken from HRASG’s approved 2025 budget.

### V. CONTRACT TERM

The subscription shall be valid for three (3) years, renewable subject to satisfactory performance and compliance with procurement regulations and requirements.

### VI. CRITERIA OF EVALUATION

The qualified and responsive bidder/s must comply with the technical specifications stated in Item Nos. II & III and the bid price must not exceed the ABC.

### VII. DOCUMENTARY REQUIREMENTS

The service provider shall submit valid and updated copies of the following documents:

1. Duly accomplished Request for Quotation or formal quotation from the bidder
2. Current Mayor’s/Business Permit
3. BIR Certificate of Registration (BIR Form 2303)
4. PhilGEPS Registration Certificate
5. Notarized Omnibus Sworn Statement

<ul style="list-style-type: none"> <li>o With Secretary’s Certificate if the entity is a corporation, partnership, or cooperative; or</li> <li>o With Special Power of Attorney if a single proprietorship or joint venture and the signatory is not the registered owner.</li> </ul>	<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i></p>
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<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) Three (3)-year contract	
c)	

**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)
<p>ABC Php691,200.00 Tax Inclusive</p>			<p>In words _____</p> <p>_____</p> <p>In figures: _____</p>

**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: \_\_\_\_\_