

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, Installation of Modular Partitions** 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 28, 2025 at 01:00 PM**. 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


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.

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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
<p>TERMS OF REFERENCE</p> <p>Supply, Delivery and Installation of Modular Partitions</p>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
<p>1. OBJECTIVE:</p> <p>This project covers the supply, delivery, and installation of brand-new modular partitions, including electrical outlets for each cubicle, for the newly leased office spaces of SLG and SPU at Lepanto Bldg., Paseo De Roxas, Makati City.</p> <p>2. BUDGET:</p> <p>The total Approved Budget for the Contract is Nine Hundred Ninety Thousand Pesos (₱990,000.00), inclusive of labor, materials, equipment, tools, taxes, and all other incidental expenses necessary for full project completion.</p> <p>3. SCOPE OF WORKS:</p> <p style="padding-left: 40px;">The project shall cover the following:</p> <p>a) Site measurement and layout preparation</p> <ul style="list-style-type: none"> - Conduct accurate site measurements and prepare the corresponding detailed layout plan. - Submit the final layout, including partition and outlet placement, for approval of the authorized SB Corporation representative prior to production. <p>b) Supply and delivery of brand-new modular partition systems for 65 personnel (4 managers and 61 rank-and-file employees) in accordance with the approved layout. Details of the said modular partition are provided below:</p> <ul style="list-style-type: none"> - 42mm partition panels (Fabric Glass Aluminum Partitions w/ aluminum end trims) - Size: 120cm height x 60cm height (77 pcs.) - Size: 120cm height x 140cm width (38 pcs.) - Size: 72cm height x 140cm width (4 pcs.) - Fabric samples must be submitted to SB Corporation for evaluation and approval prior to mass production. - Work spaces/table tops - Size: 140cm width x 60cm depth (62 pcs.) - Laminated off-white color - With grommet hole with cover each tabletop 	

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- Provision for LAN Cable
- Provide LAN cable provisions and ensure the appropriate opening is prepared for the installation of the cable plate.
- Built-in electrical outlets and wirings
- Install one (1) unit of a two-gang universal electrical outlet for each workstation.
- All electrical wiring shall be enclosed in PVC flexible conduit and protected with an aluminum ramp from the power source to the cubicles to prevent damage and avoid accidental contact.
- c) Complete installation of new modular partitions and accessories
 - Install the modular partitions at the designated SLG and SPU office areas.
 - Installation works shall be carried out daily during office hours, from Monday to Friday, and may include Saturdays as necessary.
- d) Testing of electrical outlets and wiring integration
 - Conduct testing of all installed electrical outlets and verify proper integration of wiring systems to ensure full functionality, safety, and compliance with applicable electrical standards.
- e) Cleanup and restoration of the worksite after installation
 - Cleanup and restoration of the worksite after installation, including the removal of debris, dust, and excess materials, and the reinstatement of the area to a clean, orderly, and usable condition.

4. TECHNICAL SPECIFICATIONS

The proposed modular partitions shall meet the following minimum requirements:

- Panels shall be constructed with durable aluminum framing and finished with fabric and glass on the upper portion, consistent with the existing panels installed at the Head Office.
- Minimum height of 1.2 meters.
- Work surfaces shall be made of laminated MDF in off-white color.
- Integrated electrical routing with provisions for LAN cabling.
- All materials shall be brand new and free from dents, scratches, and any factory defects.
- Final color scheme shall be subject to the approval of the authorized SB Corporation representative

5. DURATION AND SCHEDULE:

The project shall be completed within one and a half (1½) months or six (6) weeks from receipt of the Notice to Proceed (NTP).

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

Installation shall be conducted during regular office hours, Monday to Friday, including Saturdays.

6. PAYMENT

Payment shall be processed within thirty (30) working days upon completion of installation and issuance of the Certificate of Acceptance by the End-User Unit, subject to government accounting and auditing rules.

7. WARRANTY

Supplier must provide at least one (1) year warranty on materials and workmanship from the date of final acceptance.

Any defects found within the warranty period must be repaired or replaced at no additional cost.

8. INSPECTION AND ACCEPTANCE

SB Corporation shall conduct an inspection upon delivery and prior to acceptance of the items. Final acceptance shall be issued only after the complete installation, testing, and verification that all technical requirements have been fully complied with.

9. DOCUMENTARY REQUIRMENTS:

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. Income Tax Return (Updated)
4. BIR Certificate of Registration (BIR Form 2303)
5. PhilGEPS Registration Certificate
6. Notarized Omnibus Sworn Statement
 - With Secretary's Certificate if the entity is a corporation, partnership, or cooperative; or
 - With Special Power of Attorney if a single proprietorship or joint venture and the signatory is not the registered owner.

DELIVERY REQUIREMENT	
a) 1 lot	
b) Lepanto Bldg, Paseo de Roxas, Makati City (Newly leased office spaces of SLG and SPU)	
c) The project shall be completed within 1 ½ months or six (6) weeks from receipt of Notice to Proceed (NTP)	
d) Terms of Payment: 30 days upon completion of installation and issuance of the Certificate of Acceptance by the End-User Unit	

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 Php990,000.00 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.

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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: _____