

## 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 **Multimedia Advertising Platforms** 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 24, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, ITR (Updated), 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.*

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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:

<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>Multimedia Advertising Platforms</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>The Small Business Corporation (SB Corporation) is seeking the services of a multimedia firm to provide advertising and PR services thru various multimedia platforms.</p> <p>The firm shall design a comprehensive information campaign for SB Corporation for three(3) months from the date of the issuance of a Purchase Order from SB Corporation.</p> <p><b>I. SCOPE OF SERVICES</b></p> <p>The Firm shall provide the following:</p> <ul style="list-style-type: none"> <li>• PR and Marketing Activities <ul style="list-style-type: none"> <li>○ Key participation in the Firm's advocacy and marketing event. The firm should have an established regular marketing activity where SB Corporation, recognized as partner participating entity, can present its products and services as well as conduct on-site onboarding/loan application activities;</li> <li>○ Dedicated space for SB Corporation's marketing booth during events;</li> <li>○ SB Corporation's official to serve as resource speaker and panelist in the Firm's events in the duration of the contract; and</li> <li>○ Inclusion of SB Corporation's Corporate logo in all event materials.</li> </ul> </li> <li>• Print and Digital Marketing <ul style="list-style-type: none"> <li>○ Fortnight (every two weeks or twice a month) full page and full color advertorial in a broadsheet with national circulation</li> </ul> </li> </ul>	

- including posting on the paper's online version for a period of three (3) months; and
- One press release per month.

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## II. SPECIFIC OUTPUTS

Activities	Output
PR and Marketing Activities	<ul style="list-style-type: none"> <li>• Three (3)-month event line-up with event venue and dates</li> </ul>
Print and Digital	<ul style="list-style-type: none"> <li>• Editorial Plan for the whole campaign;</li> <li>• Press Release (at least one per month); and</li> <li>• Page mockup design</li> </ul>

## III. DURATION OF ENGAGEMENT AND BUDGET FOR THE CONTRACT

- A. The Firm shall develop and implement the information campaign for the SB Corporation for a period of three (3) months.
- B. The approved budget for the 3-month contract is one hundred eighty five thousand a month or five hundred fifty five thousand (PhP555,000.00), inclusive of all applicable taxes.

## IV. PAYMENT METHOD

SB Corporation shall pay the Firm only after delivery of the materials agreed upon per month. The Firm will also provide SB Corporation with a milestone calendar bearing project specific outputs with corresponding timelines.

<p><b>DOCUMENTARY REQUIREMENTS:</b> The service provider shall submit valid and updated copies of the following documents:</p> <ol style="list-style-type: none"> <li>1. Current <b>Mayor's/Business Permit</b></li> <li>2. <b>BIR Certificate of Registration</b> (BIR Form 2303)</li> <li>3. <b>PhilGEPS Registration Certificate</b></li> <li>4. <b>Annual Income Tax Return</b> (Updated and with proof of payment or proof of received by BIR)</li> <li>5. <b>Notarized Omnibus Sworn Statement</b> <ul style="list-style-type: none"> <li>o With <b>Secretary's Certificate</b> if the entity is a corporation, partnership, or cooperative; or</li> <li>o With <b>Special Power of Attorney</b> if a single proprietorship or joint venture and the signatory is not the registered owner.</li> </ul> </li> </ol>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) three (3) month contract	

**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 Php555,000.00 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

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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: \_\_\_\_\_