

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 **Purchase of Random-Access Memory (RAM) Modules** 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 16, 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


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												
TERMS OF REFERENCE Procurement of Memory Modules	<i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>												
OBJECTIVE The project aims to procure Memory Modules (RAMs) to be used for upgrading existing laptop computers.													
SCOPE OF WORK The project calls for the supply and delivery of two hundred (200) units of Memory Modules or RAMs.													
TECHNICAL SPECIFICATIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="text-align: right;">DDR4</td> </tr> <tr> <td></td> <td style="text-align: right;">200 units</td> </tr> <tr> <td></td> <td style="text-align: right;">2666 MHz</td> </tr> <tr> <td style="text-align: center;">MEMORY MODULE/RAM</td> <td style="text-align: right;">8GB</td> </tr> <tr> <td></td> <td style="text-align: right;">SODIMM</td> </tr> <tr> <td></td> <td style="text-align: right;">Minimum one-year warranty</td> </tr> </table>			DDR4		200 units		2666 MHz	MEMORY MODULE/RAM	8GB		SODIMM		Minimum one-year warranty
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	200 units												
	2666 MHz												
MEMORY MODULE/RAM	8GB												
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	Minimum one-year warranty												
PROJECT COST The Approved Budget for the Contract (ABC) is Four Hundred Seventy Thousand Pesos (PhP470,000.00), inclusive of all applicable taxes, including the Value-Added Tax (VAT).													
DELIVERY AND DELIVERY ADDRESS All items must be supplied and delivered within fifteen (15) calendar days upon release of Notice to Proceed (NTP) to Small Business Corporation's head office located at the 17 th Floor, 139 Corporate Center, 139 Valero Street, Makati City, Metro Manila.													

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

LIQUIDATED DAMAGES

SBCorp, as the Procuring Entity, adopts the following provisions for Liquidated Damages from the 2016 Revised Implementing Rules and Regulations or Republic Act No. 9184 (Updated as of 31 March 2021):

1. Annex D, Item 3.1

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

2. Annex E, Items 9.1 to 9.4.2

9.1. Once the contract duration expires, including any time extension duly granted, and the contractor refuses or fails to satisfactorily complete the work, the Procuring Entity shall impose upon the contractor in default liquidated damages. Liquidated damage is an amount equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

9.2. In computing for liquidated damages, the Procuring Entity determines the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted end-users and the concerned Procuring Entity.

9.3. To be entitled to such liquidated damages, the Procuring Entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the contractor under the contract or collect such liquidated damages from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the Procuring Entity.

9.4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity has the following options:

9.4.1. Terminate the contract pursuant to the Guidelines on Termination of Contract and forfeit the erring contractor’s performance security. After termination, the Procuring Entity may either (i) take over the contract; or (ii) resort to any of other alternative methods of procurement provided under R.A. No. 9184 and its 2016 revised rules and regulations; or

<p>9.4.2. Allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however, preclude the Procuring Entity in resorting to Termination of Contract under Annex I of the 2016 Revised IRR of RA No. 9184.</p>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
DELIVERY REQUIREMENT	
a) 1 lot	
b) SBCorp Head Office – Makati City	
c) Fifteen (15) working days upon release of Notice to Proceed	
d) Terms of Payment: 20 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.

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 Php470,000.00 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 lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 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

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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: _____