

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 Sports Coordinator for SBCorp Corporate Sports Activity** 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 19, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement*, Tax Clearance 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.

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

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 style="text-align: center;">Terms of Reference for the Procurement of a Sports Coordinator for the SBCorp Corporate Sports Activity</p> <p>I. OBJECTIVE</p> <p>The objective of this procurement is to engage a Sports Coordinator that will provide end-to-end management and coordination services for the 2025 Corporate Sports Activities — including planning, venue reservation and leasing, equipment setup, conduct of a short program, tournament facilitation, and documentation — to ensure a successful and meaningful event.</p> <p>II. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES</p> <p>The Service Provider shall perform the following functions:</p> <p>1. Program Planning and Coordination</p> <ul style="list-style-type: none"> ○ Prepare a comprehensive tournament program and activity schedule covering bowling, basketball, and table tennis. ○ Coordinate with the Sports Committee for the approval of the program plan, including the short program and tournament flow. ○ Develop tournament rules, game mechanics, scoring systems, and safety protocols. ○ Align all planning activities with the preferred date of December 4 or 11, 2025, subject to final confirmation. 	

2. Venue Reservation and Leasing

- Coordinate with SM MOA Game Park for the reservation and leasing (exclusive use) of facilities corresponding to the preferred activities.
- Ensure that the reservation covers either December 4 or December 11, 2025, 2pm to 5pm in accordance with the preferred date of the corporate sports activity.
- Facilitate documentation, approval, and lease agreements for the selected date.
- Secure necessary permits, documents, and certifications necessary for the conduct of the said activities.
- Recommend and arrange for an equivalent alternative venue should SM MOA Game Park become unavailable on the preferred date.

3. Conduct of Short Program

- Organize and facilitate a short opening program prior to the start of the tournaments.
- Coordinate with the Sports Committee for the program flow, including opening remarks, parade of teams, and ceremonial games or messages.
- Ensure the short program runs smoothly and transitions seamlessly into the tournament proper.

4. Provision of Equipment and Logistics

- Provide and set up all necessary equipment required for the conduct of the short program and sports events, including but not limited to:
 - Sound system (speakers, microphones, mixer, etc.)

- Sports equipment, scoreboards, and tournament materials
- Emcee or host coordination
- At least two (2) tarpaulins to be displayed in prominent areas of the venue (e.g., bowling area and entrance)
- Ensure proper testing, operation, and dismantling of all equipment before and after the event.

5. Event Implementation and Management

- Supervise and manage the conduct of all sports activities and tournaments.
- Provide qualified technical officials, referees, and game marshals.
- Facilitate team registration, orientation, and coordination meetings.
- Ensure fair play, safety, and adherence to approved game rules and schedules.

6. Monitoring, Documentation, and Reporting

- Maintain records of participation, scores, and results for all sports events.
- Provide video documentation, including video highlights of the short program and tournaments.

III. QUALIFICATIONS OF THE SERVICE PROVIDER

The prospective bidder/service provider must meet the following minimum qualifications:

1. Must be a legally registered entity duly organized under Philippine laws;
2. Must have been in operation for at least eight (8) years, providing sports coordination, event management, or related services;

3. Must have managed at least eighteen (18) similar projects with government agencies (submit list and client references);
4. Must have sufficient manpower, technical officials, equipment, and logistical capability to conduct the event; and
5. Must be duly registered with PhilGEPS and able to comply the documentary requirement required under the revised 2016 IRR of RA 9184.

IV. DELIVERABLES

The Service Provider shall deliver the following:

1. Approved tournament program plan and detailed activity schedule;
2. Confirmed reservation, lease agreement or its equivalent for the preferred venue (SM MOA Game Park or equivalent);
3. Conduct of the short opening program and execution of the sports tournaments on December 4 or 11, 2025;
4. Provision and setup of required sound system and event logistics;
5. Provision of officiating personnel, tarpaulin, and video highlights;

V. QUOTATION REQUIREMENTS

The quotation to be submitted by the Service Provider shall include costs for the following components:

1. Venue reservation and leasing fees (SM MOA Game Park or equivalent);
2. Officiating personnel and game officials' fees;
3. Event logistics and equipment setup, including sound system and stage requirements;
4. Production of tarpaulin and program materials;

5. Provision of video documentation, including video highlights; and
6. All other incidental expenses necessary for the successful conduct of the short program and sports activities.

The quoted amount shall be all-inclusive, covering all applicable taxes, transportation, manpower, permits, and materials needed for the event.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is Two Hundred Eighty Thousand Pesos (₱280,000.00), inclusive of all applicable taxes, venue lease fees, and incidental expenses.

VII. TERMS OF PAYMENT

The service provider will be paid in full (100%) upon completion of the corporate sports activity.

VIII. SUBMISSION OF DOCUMENTARY REQUIREMENTS

Interested bidders should submit the following documents:

1. Valid Mayor's Permit
2. Copy of PhilGEPS registration
3. BIR 2303 - Certificate of Registration
4. Notarized Omnibus Sworn Statement (with Secretary Certificate if corporation, partnership or cooperative or Special Power of Attorney if the person representing the company is not the registered owner)
5. Company Profile
6. List of government clients for sports events
7. Valid SEC or DTI Certificate of Registration, whichever is applicable

DELIVERY REQUIREMENT

- a) 1 lot

b) SB Corp 18 th Flr 139 Corporate Center, 139 Valero St., Salcedo Village Makati City	
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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 280,000.00 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.

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: _____