



## 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 and Delivery of "Go Bag" or Emergency Kit for SBCorp Employees** 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, 2023 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, 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 [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson *pr*

### 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.

**Procurement of (Name of Item/s to be procured)**

**TECHNICAL SPECIFICATIONS (detailed)**

**REMARKS**

**TERMS OF REFERENCE**

**I. NAME OF PROJECT**

Supply and Delivery of 'Go Bag' or  
Emergency Kit for SB Corp Employees

**II. PURPOSE**

The above-mentioned bag or kit will be distributed to SB Corp employees assigned to Head Office and to regional offices, including desk offices, as part of Corporation's disaster/emergency preparedness under Public Sector Continuity Plan.

**III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Two Hundred Thirty-Seven Thousand Five Hundred Only (P237,500.00)** or Php500.00 per bag/kit.

**IV. CONTENT OF 'GO BAG' WITH SPECIFICATIONS AND QUANTITY**

Each 'Go Bag' will have the following items;

<b>Items</b>	<b>Specifications</b>	<b>Qty.</b>
Alcohol Pad	5x5cm	10 pcs
Band-Aid	7.2x19cm	10 pcs
Sterile Gauze Pad	5x5cm	3 pcs
Elastic Bandage	7.5x450cm	1 pc

Bum Gel	3.5G	1 pc
Scissors	14.5cm	1 pair
Light stick/glow stick	150x240cm	1 pc
Medical Adhesive Tape	1.25x450cm	1 roll
Flashlight	9cm	1 pc
Whistle	Aluminum metal	1 pc
CPR Mask	20x20cm	1 pc
Emergency Rope	10m	1 Length
Emergency Kit Bag	26x8x18cm, w/ SB logo (1 side)	1 pc

#### V. ACTUAL REQUIREMENTS

The Corporation intends to purchase Four Hundred Seventy-Five (475) 'Go Bag' complete with the items listed above to be distributed to all SB Corp employees.

#### VI. DELIVERY AND INSPECTION

1. The above listed items must be delivered by the winning bidder within **sixty (60) calendar days** upon receipt of Notice to Proceed (NTP) to the Corporation's address indicated in the Purchase Order.
2. Actual inspection of the items will be conducted immediately upon delivery to determine their compliance with the technical specification and similarity with the sample submitted. The SB Corp has the right to reject or return the items and cancel the corresponding Notice of Award and Purchase Order (PO) if the items

delivered are found to be defective, incomplete, non-compliant with the specifications or different from the sample previously submitted.

**VII. LIQUIDATED DAMAGES**

SB Corp. shall impose a penalty of 1/10 of 1% of the total value of undelivered chairs for each day of delay as liquidated damages after the prescribed number of days to deliver the units has expired

**DELIVERY REQUIREMENT**

a) 1 lot

b) SBCorp Head Office Makati

**Terms of Payment: Check payment, 15 working days upon complete deliver**

**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>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>Php237,500.00 or                      Php500 per                      bag/kit                      Tax inclusive</b>			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 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: \_\_\_\_\_

## TERMS OF REFERENCE

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For approval.

Prepared by:

  
**ANTHONY F. SAMPAYO JR.**  
OIC-CEO IV

Reviewed by:

  
**JULIET S. CALIMLIM**  
Head, HR/ASG