

024

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 **Rental of Four (4) Units of Tourist Airconditioned Bus** 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 RFO. Submit your quotation duly signed by you or your authorized representative not later than **April 22, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement*, 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 ; jperez@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 align="center">SMALL BUSINESS CORPORATION CORPORATE TEAMBUILDING ACTIVITY FOR 2025 TRANSPORTATION RENTAL</p> <p>A. Proposed Terms of Reference (TOR)</p> <p>I. BACKGROUND AND PURPOSE</p> <p>As part of SB Corp's initiative to foster camaraderie and strengthen teamwork among employees, a teambuilding activity will be held at Palm Beach Resort, Laiya Rd., San Juan, Batangas on May 8-9, 2025. To ensure safe and convenient transportation, bus rental services are required.</p> <p>II. OBJECTIVE</p> <p>To secure a reliable transportation provider that will offer safe, comfortable, and timely transport for employees attending the company teambuilding activity,</p> <p>III. SCOPE OF WORK</p> <p>The Terms of Reference (TOR) shall be applicable to SB Corp Head Office and all its regional offices nationwide in the conduct and procurement of the Team Building-related activity. The teambuilding activity will be for one (1) night/two (2) days, anytime within April to June 2025</p> <p>IV. DELIVERABLES OF THE SERVICE PROVIDER.</p> <p>The selected venue/service provider shall comply/provide with the following:</p> <p>Four (4) Units: Tourist Bus</p> <p>Departure time: 6:00 am May 08, 2025 / Thursday SB Corp Makati Office 139 Corporate Center, Valero St. Salcedo Village Makati</p> <p>Return time: 1:00 pm May 09, 2025 Palm Beach Resort Laiya Rd., San Juan Batangas</p> <p>Accessories:</p> <ul style="list-style-type: none"> Air-conditioned cooling system, 	

- Stereo
- microphone, reclining seats, TV & DVD players.

Optional: WIFI connection

Deliverables:

- Timely and efficient transportation to and from the teambuilding venue
- Compliance with all safety and government transport regulations

Immediate coordination with the assigned company representative in case of emergencies or delays

V. REQUIREMENTS FROM THE SERVICE PROVIDER

The following are requirements that must be provided by the provider:

- Tourist Buses must be accredited by DOT
- All passengers must be covered by insurance during the trip
- Rented buses are all in charge of (fuel, toll fees, services of drivers

- Drivers must be responsible / safe and have good manners and right conduct.

VI. BUDGET

Budget is at P 50,000.00/unit or P 200,000.00 for the 4 units

VII. PROCUREMENT REQUIREMENTS

1. Updated PHILGEPS Registration
2. Updated Mayor's Permit
3. Notarized Affidavit
4. Notarized Secretary Certificate (if corporation)
5. BIR 2303

Payment terms and conditions will be agreed upon prior to confirmation.

B. Head Office Proposal for the Team Building Activity:

Following the above-mentioned Terms of Reference (TOR), the Committee proposes to the Management Committee for approval, the following requirements:

DETAILS, BUDGET AND PAYMENT TERMS

DETAILS:

For HEAD OFFICE:

4 units Rental of A/C Tourist Bus (49 seating capacity per bus)

<p>Destination: SBC Office Makati to Team Building Venue: Laiya Rd. San Juan, Batangas (vice versa) Date: May 8 – 9, 2025, (Overnight stay) No. of hours: 36 hours Departure Time: 6:00am to SBC Office Makati City (May 8, 2025) Departure Time: 1:00pm to Team Building Venue: Laiya Rd. San Juan Batangas (May 9, 2025) Accessories: Air-conditioned cooling system, stereo, microphone, reclining seats, TV & DVD players. Optional: WIFI connection</p> <p>BUDGET: PESOS: Two Hundred Thousand Pesos (PHP200,000) inclusive of taxes and surcharges.</p>	
DELIVERY REQUIREMENT	
a) 1 lot (4 Units of Airconditioned Bus)	
b)	

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 (Php200,000.00) 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.

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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: _____