

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 **Flyers Printing for the Launching of SBCorp New Product** 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 **June 04, 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 ; 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.

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

 17th & 18th Floors, 139 Corporate Center, Valero St., Salcedo Village, Makati City 1227, Philippines
 sbcorporation@sbcorp.gov.ph

 5328-1100 -1110 and 1112-1116
 www.sbcorp.gov.ph

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>Printing of Flyers for the launching of SBCorp new product</p> <p>Printing of loan programs flyers for:</p> <p>4 DESIGN</p> <ul style="list-style-type: none"> -Rise Up -Enterprise Rehabilitation Financing -Business Expansion, Franchise Funding -PO Financing <p>-2,500 pieces per set per design = 10,000 pcs.</p> <p>Size: 5.5x8.5 (A5) Paper: C2S 80lbs Color: Full Color Printing: One side print Number of Copies: 10,000</p> <p>Proof should be approved before final printing</p>	
DELIVERY REQUIREMENT	
a) 1 lot	
b) 30 Calendar days upon receipt of NTP	
c) Terms of Payment: 30 days after completion and submission of statement of account	

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 (Php100,000.00) Tax Inclusive			<p>In words</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p>

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.

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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: _____



SMALL BUSINESS CORPORATION
WHERE MSMEs GO TO GROW



PURCHASE ORDER FINANCING

APPLY NOW

www.brs.sbcorp.ph

Open to all micro, small, and medium enterprises (MSMEs) in the Philippines with at least one (1) year of business operation

Must have minimum of at least three (3) consummated Purchase Orders for -
a) past two (2) years (supplying local reputable businesses/buyers) and b) past 3 years (those with foreign buyers/selling to importers)



LOAN FEATURES

- Loan up to 80% of Purchase Order Amount (Up to P20M)
- 1% interest per 30-day period
- Minimum 30 days to a Maximum 360 days loan term
- Increasing credit line up to P20M (Allowable multiple drawdowns against the initial credit limit)



DOCUMENTARY REQUIREMENTS

- Government-issued ID
- Mayor's Business Permit
- DTI or SEC Registration
- Proof of Bank Account
- Corporate documents, if applicable

+632 5328-1100 to 10 / +632 5328-1112 to 16

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Enterprise Rehabilitation Financing



**ENTERPRISE
REHABILITATION
FINANCING**

Open to all MSMEs with business operations in areas declared to be under State of Calamity (SOC) in the aftermath of disasters such as typhoon.

APPLY NOW

Loan Features:

www.brs.sbcorp.ph

- Loan up to PhP 300.0 thousand;
- Interest-free for the first year, and 1% per month for the second and third years based on diminishing balance;
- Payable for up to three (3) years; and
- Inclusive of 3-month grace period, at the option of the borrower.

Documentary Requirements:

- Government-issued ID
- Mayor's Business Permit
- DTI or SEC Registration
- Proof of Bank Account
- Corporate documents, if applicable

MORE INFORMATION

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5328-1112 to 16



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Grow Your Business With Us

BUSINESS EXPANSION FINANCING

APPLY NOW

www.brs.sbcorp.ph

Open to businesses with **less than one year** business operation (at least three (3) months of proven sale).

- Loan from P50.0 thousand to P3.0 million
- 0% interest for the first 12 months; 1% per month based on diminishing balance for the succeeding months of the loan term
- Payable monthly for up to three (3) years
- Up to 12 months grace period (or in multiple of 3 months)



BUSINESS EXPANSION FINANCING

Documentary Requirements:

General Requirements

- Government-issued ID
- Mayor's Business Permit
- DTI or SEC Registration
- Proof of Bank Account
- Corporate documents, if applicable

Financial Performance Assessment*

- Business Plan
- Proof of Sales
- Additional documents may be required during the evaluation phase of the application



SMALL BUSINESS CORPORATION
WHERE MSMEs GO TO GROW



FRANCHISE FUNDING

APPLY NOW

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WHO ARE QUALIFIED?

- OFW returnees and their families;
- Franchisees endorsed by SBCorp's partner franchise associations.

LOAN FEATURES

- Up to 80% of the total investment venture, maximum amount of 20 million;
- 0% interest on the first year; 1% per month, thereafter, based on the diminishing balance;
- Payable monthly up to three (3) years; and
- Grace period of up to one (1) year.

REQUIREMENTS*:

Government-issued ID

Mayor's Business Permit

DTI or SEC Registration

Bank Account Details

Reference codes from SBCorp's franchise association (as applicable).



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