

## 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 Loyalty Memorabilia (Wrist Watch)** 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 05, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\*, ITR (latest) 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](mailto:bac@sbcorp.gov.ph) ; [jbperez@sbcorp.gov.ph](mailto:jbperez@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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 17th & 18th Floors, 139 Corporate Center, Valero St., Salcedo Village, Makati City 1227, Philippines  
 [sbccorporation@sbcorp.gov.ph](mailto:sbccorporation@sbcorp.gov.ph)

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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
<b>SMALL BUSINESS CORPORATION TERM OF REFERENCE</b>				
<b>I. NAME OF PROJECT AND PURPOSE</b>				
<p>The purpose of this procurement is to acquire high-quality wristwatches that meet the specified technical requirements. These wristwatches will be used for memorabilia of SB Corp Loyalty Awardees for the Year 2021-2024.</p>				
<b>II. SCOPE OF PROCUREMENT</b>				
<p>The procurement covers the supply and delivery of wristwatches in accordance with the specifications outlined in this document. The supplier must ensure compliance with quality, pricing, and delivery requirements.</p>				
<b>III. TECHNICAL SPECIFICATIONS</b>				
<p>The wristwatches to be procured must meet the following specifications:</p>				
<b>WRISTWATCH SPECIFICATIONS</b>	<b>10 Years</b>	<b>15 Years</b>	<b>20 Years</b>	
<b>Specifications</b>				
<b>- General Features</b>				
Display Type	Analog	Analog	Analog	
Movement Type	Quartz	Automatic	Automatic	
<b>- Material &amp; Build</b>				
Case Material	Stainless Steel	Stainless Steel	Stainless Steel	
Watch Band/Strap/Bracelet Material	Stainless Steel	Stainless Steel	Stainless Steel	
Dial Window Material	Mineral Crystal	Mineral Crystal	Sapphire crystal (scratch-resistant) or domed mineral crystal	

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	Water Resistance	Water Resistance	Water Resistance (30m to 50m)	Water Resistance (50m to 100m)
<b>- Functional Features</b>				
	Date & Time Features	Date Indicator, Day/Date	Date Indicator, Day/Date	Date Indicator, Day/Date
<b>AFTER-SALES REQUIREMENTS</b>				
<b>- Warranty against defect</b>		Minimum of one (1) year		
<b>- Service Center</b>		With available or accredited service center nationwide		
<b>PACKAGING</b>		Individual boxes with user manuals included		

#### IV. APPROVED BUDGET

Lot No.	Loyalty Award Category	Quantity	Budget per Wristwatch	Total Budget
1	10 Years	13 (5 Female ; 8 Male)	5,000	65,000
2	15 Years	2 (1 Female ; 1 Male)	10,000	20,000
3	20 Years	48 (25 Female ; 23 Male)	15,000	720,000
<b>TOTAL</b>				<b>805,000</b>

#### IV. PROCEDURE FOR SUBMISSION OF QUOTATION, EVALUATION AND AWARD

1. The supplier may submit a quotation along with a corresponding sample picture of the wristwatch being offered within the prescribed timeframe. Proposals submitted via online/email will also be accepted, provided the supplier meets the submission deadline.
2. Price should be inclusive of VAT and other applicable government taxes.
3. Each supplier may offer different brands, may submit quotations for one or multiple categories and is allowed to submit up to five (5) wristwatch sample pictures per category that comply with the specified requirements.
4. The Technical Working Group (TWG), in coordination with the PRAISE Committee, will assess the submitted quotation and select

three (3) wristwatches per category that meet the technical requirements and offer the best quality.

5. The supplier will be evaluated in terms of years in the business.

#### **V. DELIVERY AND INSPECTION**

1. The supplier must deliver the wristwatches within the agreed timeline after the issuance of the Notice to Proceed (NTP) to the Corporation's address indicated in the Purchase Order.
2. Items must be delivered in their original packaging, complete with all necessary accessories and manuals.
3. A quality inspection will be conducted upon delivery to verify compliance with specifications. 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.

#### **VI. LIQUIDATED DAMAGES**

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

#### **VII. PAYMENT TERMS**

1. Payment shall be processed upon successful delivery and inspection of the wristwatches.
2. The supplier must submit an official invoice and other necessary documents for payment processing.
3. Any defective or non-compliant items must be replaced at no additional cost

#### **VIII. AFTER-SALES REQUIREMENTS**

The wristwatch delivered by the supplier must have a minimum warranty of at least one (1) year from the date of delivery and the corresponding warranty certificate should be issued for the said items and with available or accredited service center nationwide.

#### **IX. GENERAL CONDITIONS**

1. The supplier must comply with all applicable government regulations related to procurement and taxation.
2. Any disputes arising from this procurement process shall be settled in accordance with relevant laws and regulations.
3. The procuring entity reserves the right to accept or reject any or all proposals without providing justification

<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 17 Flr., 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City	
c) Thirty (30) days upon receipt of Notice to Proceed (NTP)	
<b>Terms of Payment: 20 days upon receipt of the item</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.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php805,000.00) 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.
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

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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: \_\_\_\_\_

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