

## 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 Rice for SBCorp Head Office** 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 **June 11, 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](mailto:bac@sbcorp.gov.ph) ; [jperez@sbcorp.gov.ph](mailto: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)		REMARKS												
TECHNICAL SPECIFICATIONS (detailed)														
<p><b>SMALL BUSINESS CORPORATION</b> <b>TERMS OF REFERENCE</b> <b>Supply and Delivery of Rice for Head Office and Area Offices</b></p>														
<p><b>I. NAME OF PROJECT AND PURPOSE</b></p> <p>This project involves the procurement and distribution of quality rice to eligible employees of SB Corp., in accordance with <b>Administrative Order No. 02</b>, ensuring a uniform quantity or equivalent monetary value per recipient, subject to budgetary constraints.</p>														
<p><b>II. BUDGET</b></p> <p>The total Approved Budget for the Contract (ABC) is One Hundred Eighteen Thousand Seven Hundred Fifty Pesos (P118,750.00).</p> <table border="1" data-bbox="140 1265 941 1601"> <thead> <tr> <th>Procuring Group</th> <th>No of Personnel</th> <th>Allocated Budget @P625.00/pax</th> </tr> </thead> <tbody> <tr> <td>Head Office &amp; Southern Luzon Group - Makati</td> <td>169</td> <td>105,625</td> </tr> <tr> <td>Southern Luzon Group – Desk Offices</td> <td>21</td> <td>13,125</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>190</b></td> <td><b>118,750</b></td> </tr> </tbody> </table>			Procuring Group	No of Personnel	Allocated Budget @P625.00/pax	Head Office & Southern Luzon Group - Makati	169	105,625	Southern Luzon Group – Desk Offices	21	13,125	<b>TOTAL</b>	<b>190</b>	<b>118,750</b>
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<p><b>III. TECHNICAL SPECIFICATION</b></p> <p>The supplier shall provide and deliver to SB Corp offices the following:</p> <ul style="list-style-type: none"> <li>• Sinandomeng Premium Rice (free from mixing with other varieties)</li> </ul>														

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- Grading Quality
  - Min of 90% Whole Grains
  - Max of 10% Broken Grains
  - 0.1% maximum (stones, weed seeds, other non-rice material)
- Milling Degree: Well-milled, good-quality rice
- Variety/Code: Premium Grade
- Color: White
- Moisture Content: 14% maximum
- Packaging:
  - 12 kilos to 25 kilos per sack/pack
  - Max of ₱625.00 per sack/pack

#### **IV. PROCEDURE FOR SUBMISISON OF QUOTATION, EVALUATION AND AWARD**

1. Supplier may submit a quotation along with the actual sample of the rice being offered within the prescribed deadline. Proposals submitted via online/email are acceptable, provided the emailed proposal and actual sample are submitted within the prescribed deadline;
2. Price must be inclusive of VAT and all other applicable government taxes;
3. Each supplier may submit a maximum of two (2) rice samples that comply with the specifications outlined herein.
4. The Technical Working Group (TWG), in coordination with HRASG, will choose three (3) Rice among the samples submitted which based on their assessment have complied with the technical specifications and offer the best quality at a competitive price.

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

1. The supplier must ensure delivery of Rice within the agreed timeline after the issuance of the Notice to Proceed (NTP) to SB Corp Head Office (Makati City).
2. Rice must be delivered in clean, secure packaging and properly stacked at the designated drop-off point(s).
3. An inspection will be conducted immediately upon delivery to verify conformity with the submitted sample and compliance with specifications.

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4. Any damage or spoilage items upon delivery shall be replaced at no additional cost.
5. 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 incomplete and non-compliant with the specifications or different from the previously submitted sample.

**VI. LIQUIDATED DAMAGES**

SB Corp. shall impose a penalty of 1/10 of 1% of the total value of undelivered Rice 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 complete delivery and inspection of the rice and will be released based on the agreed payment terms in the Purchase Order.
2. The supplier must submit an official invoice and other necessary documents for payment processing, subject to applicable government accounting and auditing rules.

**VIII. 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.

**DELIVERY REQUIREMENT**

a) 1 lot	
b) The supplier must ensure delivery of Rice to SB Corp Head Office (Makati City)	
c) Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)	
Terms of Payment: Twenty (20) Days upon receipt of billing	

**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 (Php118,750.00) 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.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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

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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: \_\_\_\_\_