

## REQUEST FOR QUOTATION

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

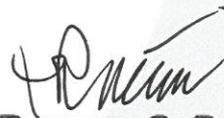
TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Procurement Of Vendor To Serve As Online Recruitment Platform For SBCorp** 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 **July 02, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized 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 [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph) ; [jperez@sbcorp.gov.ph](mailto:jperez@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson *A*

### 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*

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*b. Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>PROCUREMENT OF ONLINE RECRUITMENT PLATFORM FOR SB CORP</b></p> <p><b>1. APPLICABILITY</b></p> <p>The Terms of Reference (TOR) shall apply to the services to be rendered by the Service Provider (Vendor) engaged to provide an online recruitment platform for SB Corporation. This engagement aims to support the Corporation’s talent acquisition efforts by enhancing the visibility and reach of job postings, particularly for critical and hard-to-fill positions. The Service Provider will deliver platform-based services designed to improve applicant sourcing, streamline job advertisement processes, and provide tools for more efficient candidate management. The procurement is aligned with SB Corporation’s continuing efforts to strengthen its recruitment strategies and respond to current staffing challenges.</p> <p><b>2. SCOPE OF SERVICES</b></p> <p>The Service Provider shall provide an online recruitment platform designed to enhance SB Corporation’s talent acquisition efforts, with a focus on attracting qualified applicants for critical and hard-to-fill positions across all employment levels, including clerical, technical, supervisory, managerial/executive, and other categories.</p> <p>The platform must offer the following key services:</p> <p><b>2.1. Job Advertisements.</b> Design and publish visually distinctive and prominently featured job ads that showcase SB Corp’s brand identity, helping to attract higher-quality applicants and increase job posting engagement.</p> <p><b>2.2. Targeted Job Posting.</b> Ensure job advertisements reach relevant audiences based on criteria such as position level, industry, and geographic location to maximize exposure to qualified candidates.</p>	

- 2.3. Applicant Access and Management.** Provide tools for receiving, organizing, and managing applications generated from branded ads efficiently within the recruitment platform.
- 2.4. Employer Branding Support.** Facilitate a strong online employer presence through branded content and dedicated company profile features integrated within the job ads.
- 2.5. Performance Analytics and Reporting.** Supply metrics on job ad performance including views, clicks, and application rates to measure recruitment effectiveness and guide decision-making.
- 2.6. Technical Support and Consultation.** Offer ongoing technical assistance and customer support to ensure the branded ads are effectively deployed and managed.

### 3. DURATION OF CONTRACT

Twelve (12) months subject to very satisfactory performance and unless terminated by Small Business Corporation with or without cause by giving a written notice thirty (30) days prior to the date of termination.

### 4. COST AND MANNER OF PAYMENT

- 4.1. Estimated cost for advertisement service includes job ad design, posting, targeted reach, applicant management tools, performance reporting, and technical support.
- 4.2. The budget of this project amounts to P100,000.00 (inclusive of tax) to be charged against the 2025 COB (Regular and P3 Funds).
- 4.3. Service fees shall be processed and paid within seven (7) calendar days upon receipt of Billing Statement and acceptance of deliverables.

### 5. OUTPUT/DELIVERABLES

The service provider/vendor shall deliver the following outputs as part of the branded advertisement service:

- **Output**

- 1) **Branded Job Advertisement Materials**

**Particulars :** Visually distinctive and professionally designed job ads reflecting SB Corp's branding and identity (e.g. logo, company images, good visibility to candidates)

- 2) **Job Posting and Campaign Reports**

**Particulars :** 30 days listing

- Good visibility to candidates
- Include 3 key selling points to attract candidates
- Detailed report on each job advertisement campaign including:
  - Number of views/impressions
  - Number of applications received
  - Engagement metrics
  - Duration and timing of ad placements

- 3) **Applicant Management Support**

**Particulars :** Access to applicant data collected from the job ads, organized and accessible through the recruitment platform's management tools.

Feature to send emails to relevant candidates

- 4) **Technical and Customer Support Documentation**

**Particulars :** Documentation of any support provided, including responses to technical issues and platform usage consultations.

## 6. **QUALIFICATION OF VENDOR**

- 6.1. Must be an established provider of online recruitment advertising services with at least five (5) years of experience in delivering branded job advertisement solutions and recruitment platform management.
- 6.2. Should have the capability to provide technical support and customer service promptly.
- 6.3. Must be a member in good standing of relevant industry associations or accreditation bodies related to recruitment, advertising, or human resources.
- 6.4. Preferably with at least (5) clients from financing/banking and/or government sector.

## 7. **OTHER DOCUMENTARY REQUIREMENTS**

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<ul style="list-style-type: none"> <li>• Business Proposal/Offer Letter;</li> <li>• Company profile; and</li> <li>• PhilGEPs Registration</li> <li>• BIR Form 2303 (Certificate of Registration)</li> <li>• Mayor's Permit/Certificates of Business Registration duly issued by appropriate government agency;</li> <li>• Omnibus Sworn Statement</li> <li>• List of at least five (5) clients from financing/ banking and/or government sector</li> </ul>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 17 <sup>th</sup> Flr 139 Corporate Center 139 Valero St., Salcedo Vill, Makati City	

**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 (Php100,000.00) 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: \_\_\_\_\_