



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 0612-2025

Date: October 30, 2025

The **City Government of Tabaco** through its Bids and Awards Committee (BAC), intends to procure "**Supply and Delivery of Polo Shirt for all DepEd Personnel for the 23rd Founding Anniversary of SDP Tabaco City**" for CY 2025 in accordance with **Section 53.9 (NEGOTIATED PROCUREMENT-Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Php 789,900.00**.

Please quote your best offer for the items described herein, subject to compliance with the **Terms and Conditions** provided in this Request for Quotation. Submit your duly signed quotation **not later than 9:00AM of November 5, 2025** at the following address:

Eriberto Leroy C. Berces III
BAC Chairman
LGU-Tabaco City-BAC Office,
2nd Flr. Annex Building, Tabaco City Hall, Tabaco City

Apart for your PhilGEPS registration number, a copy of the following applicable documentary requirements shall be submitted as part of your Price Quotation:

- (1) Valid Mayor's/Business Permit¹
- (2) BIR Certificate of Registration²
- (3) PCAB License (for Infra)
- (4) Professional License / Curriculum Vitae (for Consulting Services)
- (5) Latest Income / Business Tax returns (for ABC above 500K)
- (6) For equipment, Brochure / Picture with Technical Specifications
- (7) Notarized Omnibus Sworn Statement (for ABC above 50K)

Place your proposal in a sealed envelope and indicate the following details on the face of the envelope: **Company Name & Address, PhilGEPS Reference No./RFQ No., and Closing Date and Time. Please note that we do not accept bid proposal/quotation submitted through e-mail.**

For any clarification, you may contact us at telephone no. 487-5063 or 487-5796 or email address bactabaco2025@gmail.com

DANIEL C. CONFESOR
Chief BAC Secretariat

¹In case of recently expired Mayor's Permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.

²The line of business in the BIR Certificate of Registration and Mayor's Permit must be at least similar or related to the project/items being procured.

End-User:	Mayor's Office	PR No.	2025-10-0871
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End-User:	Mayor's Office	PR No.	2025-10-0871	RFQ No. 0612-2025
TERMS AND CONDITIONS		INSTRUCTIONS		
<ol style="list-style-type: none"> 1) Bidder shall provide correct and accurate information required in this form. 2) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s. 3) Price quotation/s must be valid for a period of ninety (90) calendar days from the date of submission of quotation. 4) Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable. 5) Quotations exceeding the total budget per item and the Approved Budget for the Contract (ABC) shall be rejected. 6) Award of contract shall be made to the lowest quotation (per contract) which complies with the minimum technical specifications and other terms and conditions stated herein. 7) In case two or more bidders are determined to have submitted the Lowest Calculated Quotations / Lowest Calculated and Responsive Quotation, the City Government of Tabaco 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. 8) The item/s shall be delivered <u>within 25 calendar days from the receipt of Purchase Order/Contract/Notice to Proceed.</u> 9) Item/s delivered shall be inspected on the scheduled date and time of the Property Inspector/GSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications. 10) Payment shall be processed only after delivery and upon the submission of the required supporting documents, in accordance with the existing government accounting rules and regulations. 11) 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 City Government of Tabaco may 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. 12) The City Government of Tabaco may cancel or terminate the contract at any time in accordance with the grounds provided under RA 9184 and its 2016 revised IRR. 13) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project shall be deemed to form part of the contract. 	<p>Note: Failure to follow these instructions will disqualify your entire quotation.</p> <ol style="list-style-type: none"> 1) Accomplish this RFQ correctly, accurately and completely. 2) Do not alter the contents of this form in anyway. 3) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to the deadline of extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements / provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/ service provider submits a filled-out RFQ with a supporting document (i.e. a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail. 4) All mandatory technical specifications must be complied with. Failure to comply with any of the mandatory requirements shall render the quotation ineligible/disqualified. 5) Quote your best offer for the item/s below. Blank item/s is not acceptable and shall render your quotation ineligible/disqualified. Choices or alternative offer is also not allowed. Indicate "0" if item is being offered for free. 6) Brand and/or model of item/s offered, if applicable, shall be indicated across the applicable item. For equipment, brochure/ picture with technical specifications of offered item/s shall be submitted. 7) Quotations, including documentary requirements, received after the deadline shall not be accepted. 			

I hereby understand and commit to comply with all the above requirements in accordance with the above-stated terms and conditions

Signature over Printed Name

Company Name

PRICE QUOTATION

Date: _____

Name of the Company: _____

Address: _____

TIN: _____ PhilGEPS Registration No.: _____

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions of this Request for Quotation, I/We submit our quotation/s for the item/s as follows:

End-User:	Mayor's Office	PR No.	2025-10-0871	RFQ No. 0612-2025				
Project Name:	Supply and Delivery of Polo Shirt for all DepEd Personnel for the 23rd Founding Anniversary of SDP Tabaco City			Approved Budget for the Contract (ABC) PHP 789,900.00				
Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification	Technical Proposal	Financial Proposal Indicate the Price Offered	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price (VAT Inclusive)
1	Polo Shirt with Print	2,633	pcs	789,900.00				
Total (Php)								

¹Indicate "Comply" or "Not Comply". Non-compliance with the minimum required specifications shall be rejected.

²Inclusive of all costs and applicable tax.

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No./Email Address