Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 2026-0010

Date: **February 05, 2026**

The **City Government of Tabaco** through its Bids and Awards Committee (BAC), intends to procure **"Supply & Delivery of T-Shirts with Print for the Tabaco City Anniversary 2026 "** with an Approved Budget for the Contract (ABC) amounting to **Five Hundred Ninety-Nine Thousand, Eight Hundred Forty Pesos (Php 599,840.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of RA No. 12009.

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 February 09, 2026** at the following address:

Atty. William B. Balayo, CPA
Chairman, Bids & Awards Committee
LGU-Tabaco City-BAC Office,
3rd Flr. Annex Building, Tabaco City Hall, Tabaco City

Interested supplier/service provider shall submit the following applicable documentary requirements together with their Price Quotation:

(1) **Valid Mayor's/Business Permit**[1]
(2) **BIR Certificate of Registration**[2]
(5) **Latest Income / Business Tax returns (for ABC above 500K)**

The winning bidder, upon receipt of the Notice of Award or before the issuance of Purchase Order, shall likewise submit a **Notarized Omnibus Sworn Statement,** and if applicable, Original Notarized Secretary's Certificate in case of Corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.

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.**

The Head of the Procuring Entity (HoPE) of the City Government of Tabaco reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

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

[1]1n 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.
[2]The 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:	**City Tourism Culture & Arts Office (CTCAO)**	PR No.	**2026-02-0010**

ANNEX A

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

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.

TERMS & CONDITIONS

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 goods and services shall be delivered **on or within 20 calendar days from the receipt of Purchase Order/Contract/Notice to Proceed.**
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 12009 and its 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.

End-User:	**City Tourism Culture & Arts Office (CTCAO)**	**PR No.**	**2026-02-0010**	**RFQ No. 2026-0010**

Date: _____

Name of the Company: _____

Address: _____

TIN: _____ **PhilGEPS Registration No.:** _____

PRICE QUOTATION

Atty. William B. Balayo, CPA
Chairman, Bids & Awards Committee
LGU-Tabaco City-BAC Office,

Dear Sir:

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

End-User:	**City Tourism Culture & Arts Office (CTCAO)**		**PR No.**	**2026-02-0010**		**RFQ No. 2026-0010**	
Project Name:	**Supply & Delivery of T-Shirts with Print for the Tabaco City Anniversary 2026**				**Approved Budget for the Contract (ABC)**		**PHP 599,840.00**
Item No.	**ITEM DESCRIPTION** **(Item Name & Technical Specifications)**	**Qty**	**Unit**	**Total Budget Per Item**	**Compliance with Specifiation[1]**	**Technical Proposal** **Brand Model Offerred, if applicable**	**Financial Proposal** (Indicate the Price Offered) **Unit Price** (VAT Inclusive) / **Total Price[2]** (VAT Inclusive)
1	T-Shirt Round Neck with Print (Front)	2,608	pcxs	599,840.00			
						Total (Php)	

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

[2]Inclusive of all costs and applicable taxes.

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone No./Mobile No./Email Address