

REQUEST FOR PROPOSAL

Procurement of Polo Shirts for the Conduct of 2022 PCC Team Building Activity

P.R. No./Date Received: 2022-06-0113/14 June 2022

RFQ/P No. / Date: 2022-06-0104/15 June 2022

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Technical Specifications

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or rngarcia@phcc.gov.ph on or before **20 June 2022, 12:00 PM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**

Very truly yours,



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1		₱ 115,000.00	Procurement of Polo Shirts for the Conduct of 2022 PCC Team Building Activity		
			(Please see attached Technical Specifications)		
Total Lot ABC		₱ 115,000.00	TOTAL Lot Amount :		
Delivery Instructions:			<i>Please see attached Technical Specifications</i>		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____

“TECHNICAL SPECIFICATION”



Quantity: 195 pcs (39 pcs per color)

Fabric: Honeycomb

Colors: Royal Blue, Powder Blue, Yellow, Green, Pink

Print: Logo Embroidery (size: 2.5in x2.5in)

Size Chart:

1. Adult Size for men and Ladies Fit Size for women (sizes: XS-XXXL). *Sizes to be approved by the PCC.*
2. The supplier shall provide a sample polo shirt for men and women to check fabric quality.

Delivery: Delivery of polo shirts shall be subject to the following:

3. Delivery of polo shirts with embroidery shall be on June 22, 2022, 8am to 3pm;
4. Should the embroidery not possible, supplier to deliver plain polo shirts on June 22, 2022. PCC to return the delivered items to supplier on June 27, 2022 for embroidery of the logo and to be delivered back five (5) working days after receipt returned polo shirts.

Payment: Send Bill (check will be issued within fifteen (15) days upon receipt of the Billing Statement with breakdown of applicable taxes and other charges by the Service Provider, and of Certificate of Satisfactory Service issued by PCC) and embroidered shirts.

Approved by:



ANTONIA LYNNELLY BAUTISTA
Chief, Human Capital Management Division

Conforme:

Name and Signature of Authorized Representative

Designation

Company Name

Date

Signature: 

Email: msdizon@phcc.gov.ph