



REQUEST FOR QUOTATION

Date: May 28, 2019

RFQ No's. 2019-123, 2019-124

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY AND DELIVERY OF SPORTS MATERIALS FOR PICC' SPORTS FEST**, with an **Approved Budget for Contract (ABC) of Twenty One Thousand Four Hundred Forty Nine Pesos and Eighty Two Centavos (Php 21,449.82)**, VAT Inclusive, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of June 5, 2019**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2019 Mayor's/Business Permit**
- b. **BIR Registration Certificate**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 789-4761** or email address at cdesteban@picc.gov.ph.


ENGR. ALBERTO C. GONZALES
OIC, Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply and Delivery of Sports Materials for PICC' Sports fest

II. APPROVED BUDGET FOR CONTRACT (ABC):

Twenty One Thousand Four Hundred Forty Nine Pesos and Eighty Two Centavos (Php 21,449.82), VAT Inclusive

III. SPECIFICATIONS:

1. Badminton Sports Supplies:

a. SHUTTLE COCKS

Quantity: 16 tubes (12 pieces per tube)

Material: Goose Feather

b. CLOTH TAPE

Quantity: 10 rolls

Size: ½ inch width per roll

c. RACKET GRIP COVER

Quantity: 10 pieces

Materials: Rubber

Color: Assorted

2. Table Tennis Sports Supplies:

a. TABLE TENNIS RACKETS

Quantity: 4 pieces

Material: Laminated wood covered with rubber on both sides;
Rubber color – one side must be red and other side
must be black

b. TABLE TENNIS BALLS

Quantity: 21 pieces

Material: Spherical, with diameter of 40 mm;

Weight at 2.7 grams each;

Color white or orange with matt texture;

Made of celluloid or similar plastic material;

With approved mark or label of International Table

Tennis Federation (ITTF) or China Table Tennis Association (CTTA)

- Others: Passed the spin test
- When you spin the ball on flat surface area, the ball should stay or keep on spinning without wiggle or shaking.

IV. SCHEDULE OF REQUIREMENT:

Complete delivery shall be within ten (10) working days after receipt of the Notice to Proceed.

V. TERMS OF PAYMENT:

Full payment within two (2) weeks after full delivery and final acceptance of Human Resources Management and Development Division's (HRMDD) authorized representative.

VI. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. AWARDEE shall pick up PO issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC

EW

within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.

8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

Q/

REQUEST FOR QUOTATION

Date:

RFQ No's. 2019-123, 2019-124

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
Supply and Delivery of Sports Materials for PICC' Sports fest	₱ _____ VAT Inclusive

Note: Attach detailed breakdown indicating the brand, unit price and total amount per item.

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____