

REQUEST FOR QUOTATION

Date: May 31, 2023

RFQ No. 2023-MC-100

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center Inc.**, through its Bids and Awards Committee, intends to procure **VARIOUS SPORTS FEST MATERIALS**, with an **Approved Budget for Contract (ABC) of Fifty Thousand Six Hundred Pesos (₱50,600.00), 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 **3:00 p.m. of June 08, 2023**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2023 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Copy of the Terms of Reference duly signed on all pages; and**

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

For any clarifications, you may contact **Ms. Carreen M. Mangaya** at telephone no. **(02) 8789-4761** or email address at mangayacarreen@gmail.com.



KRISTINE ANGÉLICA E. AGUJO
Head, BAC Secretariat/
Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

Procurement of Various Sports Fest Materials

II. APPROVED BUDGET FOR CONTRACT (ABC):

Fifty Thousand Six Hundred Pesos (₱ 50,600.00), VAT Inclusive.

III. SCOPE OF WORKS AND SPECIFICATIONS:

A. Badminton Sports Supplies

1. Shuttle Cocks
 - 16 tubes
 - 12 pieces per tube (more or less)
 - Goose Feather
2. Court Marking Tape
 - 10 cloth tape rolls
 - ½ inch width per roll
3. Rubber Handle Cover
 - 10 pieces
 - Rubber Material
 - Assorted Colors

B. Table Tennis Sports Supplies

1. Table Tennis Rackets
 - 6 pieces
 - Laminated wood covered with rubber on both sides
 - Rubber Color: One side must be RED and other side must be BLACK
2. Table Tennis Balls
 - 50 pieces
 - Spherical, with diameter of 40mm
 - Weight at 2.7g each
 - Color: white or orange, with matte texture



- Made of celluloid or similar plastic material
- Passed the spin test*
- With approved mark of label of ITTF – International Table Tennis Federation or CTTA – China Table Tennis Association

**Spin Test – when you spin the ball on flat surface area, the ball should stay or keep on spinning without wiggle or shaking.*

C. Dart Sports Supplies

1. Dartboards

- 3 pieces
- Dimensions LxWxH 18.11 x 18.11 x 1.97 inches
- Weight 11.25 Pounds
- 95% Viscose, 5% Elastane
- Spider2 Radial wires
- Super thin bullseye
- "25" ring
- Grade "A" Sisal

2. Dart Pins

- 5 sets
- 3 pieces per set
- Tungsten steel tip
- Assorted weight
- Standard length
- With extra flights and shafts

3. Dart Scoreboards

- 3 pieces
- Standard scoreboard
- Formica Laminate
- Marine plywood

4. Dart Flights

- 15 pieces
- Standard Flights

5. Dart Shafts

- 15 pieces

IV. SCHEDULE OF REQUIREMENT:

Within ten (10) working days upon receipt of Notice of Award, Purchase Order or Notice to Proceed.

V. TERMS OF PAYMENT:

Within ten (10) working days after full delivery and final acceptance. All accounts shall be subject to the usual accounting and auditing rules and regulations of the PICC.

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 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.

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**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER INC.
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:

ITEM NO.	UNIT	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	TUBES	Shuttle cocks, goose feather	16	₱ _____	₱ _____
2	ROLLS	Court marking tape, cloth (tape) roll, 1/2 inch width	10	₱ _____	₱ _____
3	PIECE	Rubber handle cover, for Badminton Racket, rubber material, assorted colors	10	₱ _____	₱ _____
4	PIECE	Table Tennis Rackets, laminated wood covered with rubber on both sides, rubber color: one side must be Red and other side must be Black	6	₱ _____	₱ _____
5	PIECE	Table Tennis Balls, spherical with 40mm diameter, weight at 2.7g	50	₱ _____	₱ _____
6	PIECE	Dartboards, 18.11 x 18.11 x 1.97 inches (LxWxH), 11.25 lbs. (weight), 95% Viscose, 5% Elastane, Spider2 radial wires, Superthin bullseye, "25" ring, Grade "A" Sisal	3	₱ _____	₱ _____
7	SETS	Dart Pins, 3pcs per set, Tungsten steel tip, Assorted weight, standard length, with extra flights and shafts	5	₱ _____	₱ _____
8	PIECE	Dart Scoreboards, Standard scoreboard, Formica laminate, Marine plywood	3	₱ _____	₱ _____
9	PIECE	Dart Flights, standard flights	15	₱ _____	₱ _____
10	PIECE	Dart Shafts	15	₱ _____	₱ _____
GRAND TOTAL					₱ _____

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

We acknowledge that PICCI 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.: _____