



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

RFQ No.: **2025-04-0045**

Date: April 28, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ
Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
200	piece	Procurement of Polo Shirts for DOF Officials and Employees for the 2025 Independence Day Celebration <i>(please see attached Technical Specifications for reference)</i>	₱600.00	₱120,000.00
		NOTE: Please include the following upon submission of your proposal for evaluation purposes: 1. Latest Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with platinum membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Duly notarized Omnibus Sworn Statement <i>(to be submitted by the winning bidder upon issuance of the Purchase Order)</i>		
TOTAL AMOUNT				₱120,000.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



TECHNICAL SPECIFICATIONS
RFQ No. 2025-04-0045 dated April 28, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the **Procurement of 200 pcs. Polo Shirts for DOF Officials and Employees for the 2025 Independence Day Celebration.**

II. TECHNICAL SPECIFICATIONS

Detailed minimum specifications of the items to be procured:

Item	Specifications
1. POLO SHIRT	<ul style="list-style-type: none">Material: Honeycomb fabricColor: WhitePrint: DTF (Direct-To-Film), back to backPrint Details: Agency Logo, 3" diameter and Bagong Pilipinas Logo, 3" height (Front) Kalayaan Logo, 8" x 5" (Back)Size: XS - 4XL <p style="text-align: center;"><u>SAMPLE LAYOUT:</u></p> <div><p style="text-align: center;">WHITE POLO SHIRT WITH BACK-TO-BACK PRINTS</p><p style="text-align: center;">AGENCY LOGO: 3IN. DIA. BP LOGO: 3IN. HEIGHT KALAYAAN LOGO: 8IN. X 5IN.</p><p style="text-align: center;">PRINTS: DTF (DIRECT-TO-FILM) CLOTH: HONEYCOMB</p></div>

III. SPECIAL CONDITIONS

The supplier shall provide a size chart and actual sample upon submission of the quotation/proposal for end-user's evaluation. The design/layout can be access through this link: <https://drive.google.com/drive/folders/1A1HP40mjs3kmM1srGW9Q9OGibjrSsexgp>

IV. SCHEDULE OF REQUIREMENTS

The items must be delivered to the Department of Finance through the General Services Division within fifteen (15) calendar days upon receipt of the Purchase Order.

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____