



**REQUEST FOR QUOTATION**

RFQ No.: **2024-04-0033**

Date : April 2, 2024

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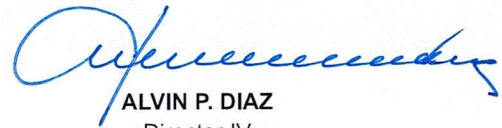
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**Gentlemen :**

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              |
|---------------------|------|--|-------------|--------------------|
| 1                   | LOT  | <p><b>Supply and Delivery of Shirts for the 127th Anniversary of the Department of Finance</b></p> <p>779 pcs. DOF Anniversary Polo Shirt<br/>           150 pcs. T-shirt for the participants of Estero Clean-up Drive</p> <p><i>(please see attached Technical Specifications and Layout for reference)</i></p>  | ₱434,500.00 | ₱434,500.00        |
|                     |      | <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p><b>1. Mayor's/Business Permit</b><br/> <b>2. PhilGEPS Registration Number</b></p> <p>Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order:</p> <p><b>3. Duly notarized Omnibus Sworn Statement</b></p> |             |                    |
| <b>TOTAL AMOUNT</b> |      |  |             | <b>₱434,500.00</b> |

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 7 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 preceding 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**

SUPPLY AND DELIVERY OF SHIRTS FOR THE 127TH ANNIVERSARY OF THE DEPARTMENT OF FINANCE

RFQ No. 2024-04-0033 dated April 2, 2024

| Item No. | Item Description  | Qty        | Brand/Model Offered |
|----------|---|------------|---------------------|
| 1        | <p><b><u>DOF ANNIVERSARY POLO SHIRT</u></b></p> <ul style="list-style-type: none"><li>• Fabric: Tuck Polo</li><li>• Color: Royal Violet</li><li>• Design<br/>Front - Gold embroidered DOF Logo (upper left side)<br/>Diameter: 2.5"<br/>Back - Embroidered text "DEPARTMENT OF FINANCE" (upper side)<br/>Size: 1.5" height</li></ul>  | 779 pieces |                     |
| 2        | <p><b><u>ROUND NECK T-SHIRT FOR THE PARTICIPANTS OF ESTERO CLEAN-UP DRIVE</u></b></p> <ul style="list-style-type: none"><li>• Fabric: Dri-fit</li><li>• Color: White</li><li>• Design<br/>Front - Printed DOF Logo (upper left side)<br/>Diameter: 2.5"<br/>Back - Printed text "www.dof.gov.ph" (upper side)<br/>Size: 1.5" height</li><li>• Printing Method: Silkscreen</li></ul> | 150 pieces |                     |

Note: Winning bidder must provide an actual sample for approval of the end-user before mass production.

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.: \_\_\_\_\_