



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

The Technology Application and Promotion Institute (TAPI), through its Bids and Awards Committee, will undertake an Alternative Method of Procurement through **Small Value Procurement (Sec. 53.9)** for the **“Procurement of Polo Shirts under SciTech Superhighway Program”** The details of the project are as follows:

Name of Project: **“Procurement of Polo Shirts under SciTech Superhighway Program”**

Total Approved Budget for the Contract (ABC): **Php P59,900.00 (inclusive of government taxes and other applicable fees/charges)**

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	Php 26,350.00	31 pcs	DARK BLUE Pure Cotton Fabric Polo Shirt with Embroidered Texts & Logos SPECIFICATIONS Color: DARK BLUE Size : S,M,L,XL,2XL with collar knitting design; Fabric: 100% cotton - 250 gsm Embroidery logo front and back DTF PRINTED: Front side and back side and DTF printed right sleeve design"
2	Php 33,550.00	61 pcs	WHITE Pure Cotton Fabric Polo Shirt with Embroidered Texts & Logos SPECIFICATIONS Color: WHITE Size : S,M,L,XL,2XL with collar knitting design; Fabric: 100% cotton - 250 gsm Embroidery logo front and back" NOTE TO WINNING BIDDER: 1. Submit certification from a reliable laboratory or any proof that the fabric to be used is 100% cotton. 2. To provide sample of fabric prior to production.

DELIVERY DATE: May 10, 2023

WARRANTY: _____

Interested suppliers are required to submit the following valid and current eligibility documentary requirements (**Note: Failure to submit the following documents will result to DISQUALIFICATION**):

1. Mayor's/Business Permit or Official Receipt for the renewal of Permit;
2. PhilGEPS Registration Certificate/Registration No.;
3. Duly signed Omnibus Sworn Statement (OSS) or notarized OSS (attached revised OSS format); and
4. Duly signed Price Quotation Form (see Annex "A") and Layout (see Annex "B").

SUBMIT THE DULY SIGNED PRICE QUOTATION FORM AND SCANNED COPY OF ELIGIBILITY DOCUMENTS to the BAC Secretariat on or before **17 April 2023 – Monday – 7:00AM** through electronic-mail at procurement@tapi.dost.gov.ph.

Bidders must bid to **ALL ITEMS**. Award of contract shall be made to the lowest quotation, **WHICH COMPLIES WITH THE MINIMUM DESCRIPTION & WITHIN THE ABC PER ITEM** as stated above and other terms and conditions stated in the price quotation form.

If the bidder "**Passed**" the Post-Qualification (PQ) and declared Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the following documents within **three (3) calendar** days upon receipt of notification that they passed the PQ before the BAC issue the corresponding Notice of Award (NOA):

1. **Duly notarized Omnibus Sworn Statement (OSS); and**
2. **Special Power of Attorney (SPA) delegating such authority to the person, if a person other than the general manager or sole proprietor submits a bid for or represents the company for the bidding activities**

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s. The Technology Application and Promotion Institute (TAPI) reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may email us at procurement@tapi.dost.gov.ph.

Very truly yours,


CAEZAR ANGELITO E. ARCEO
BAC Chairperson

PRICE QUOTATION FORM

Date _____

The Bids and Awards Committee
 Technology Application and Promotions Institute
 TAPI Bldg. DOST Compound, Gen. Santos Avenue,
 Bicutan, Taguig City

Sir/Madam:

After Having Carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item No.	Qty & Unit	DESCRIPTION	Bid Offer per Unit	Total Bid Price per Item
1	31 pcs	DARK BLUE Pure Cotton Fabric Polo Shirt with Embroidered Texts & Logos SPECIFICATIONS Color: DARK BLUE Size : S,M,L,XL,2XL with collar knitting design; Fabric: 100% cotton - 250 gsm Embroidery logo front and back DTF PRINTED: Front side and back side and DTF printed right sleeve design"		
2	61 pcs	WHITE Pure Cotton Fabric Polo Shirt with Embroidered Texts & Logos SPECIFICATIONS Color: WHITE Size : S,M,L,XL,2XL with collar knitting design; Fabric: 100% cotton - 250 gsm Embroidery logo front and back" NOTE TO WINNING BIDDER: 1. Submit certification from a reliable laboratory or any proof that the fabric to be used is 100% cotton. 2. To provide sample of fabric prior to production.		
			TOTAL BID OFFER	

Delivery Period: _____

Warranty Period: _____

Total amount in words: _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Signature over Printed Name of Representative_____
Name of Company
Company Address:

Email Add: _____ Contact No/s: _____

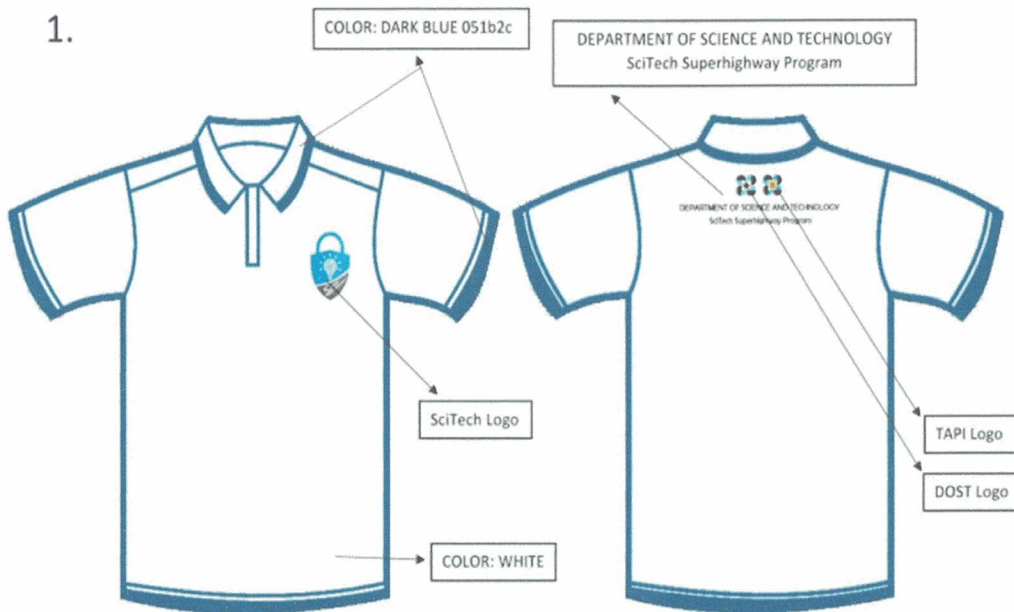
Business / Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)

Annex "B"

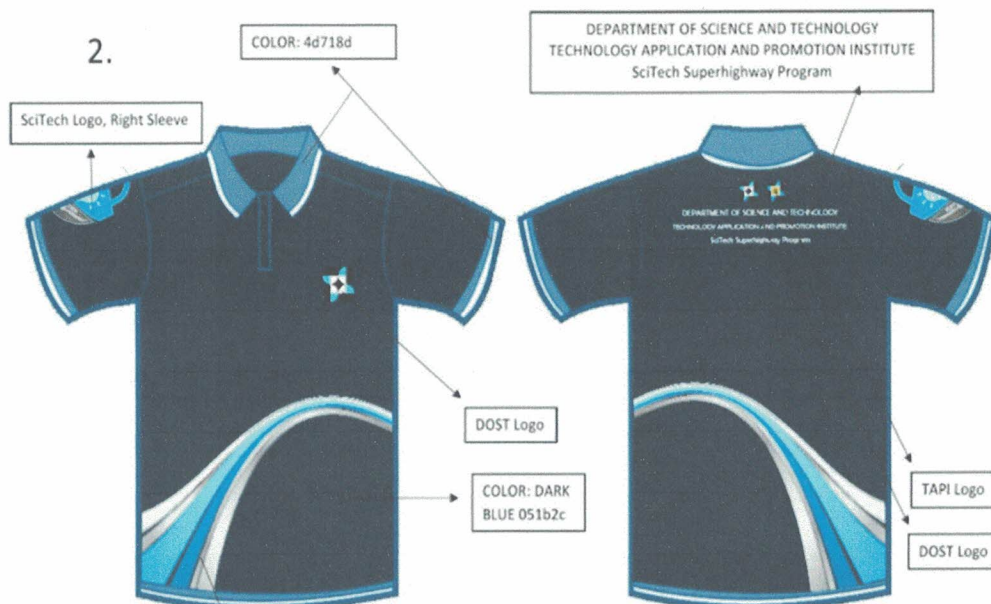
1.



SPECS:

- * Color: WHITE
- Size : S,M,L,XL,2XL with collar knitting design;
- Fabric: 100% cotton
- 250 gsm Embroidery logo front and back

2.



SPECS:

- * Color: DARK BLUE
- Size : S,M,L,XL,2XL with collar knitting design;
- Fabric: 100% cotton
- 250 gsm Embroidery logo front and back
- DTF PRINTED: Front side and back side and DTF printed right sleeve design