



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**OPTICAL MEDIA BOARD**

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



**27 June 2025**

**REQUEST FOR QUOTATION**  
**(BAC-RFQ-2025-11)**

Company/BusinessName: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

Tin: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **Optical Media Board – Uniform Committee**, through its Bids and Awards Committee (BAC), intends to procure the “**Procurement of OMB Official Shirt**” through Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

**Please submit a sample fabric and your duly signed quotation in physical copies together with the following documents on or before 09 July 2025; 12:00 PM.**

1. Mayor's/ Business Permit;
2. PhilGEPS Reg. Number;
3. Income/ Business Tax Return;
4. Omnibus Sworn Statement

Subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) to the address below:

**ESPERANZA T. CORONEL**  
Chairperson, Bids and Awards Committee  
**OPTICAL MEDIA BOARD**  
35 Scout Limbaga Ext, Diliman,  
Quezon City, Metro Manila

For any clarification, you may contact us at our email address at [ombbidsandawardscommittee@gmail.com](mailto:ombbidsandawardscommittee@gmail.com)

(SGD)  
**ESPERANZA T. CORONEL**  
Chairperson, BAC



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**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to a deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

3. **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at [ombbidsandawardscommittee@gmail.com](mailto:ombbidsandawardscommittee@gmail.com)
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OMB



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shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the OMB with the concerned unit/s. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OMB may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows

Procurement of OMB Official Shirt		
Minimum Technical Specifications	Quantity	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
1. Tailoring and Embroidery Services as per attached specifications (Annex A)	100 pieces	
2. Polo shirts of OMB employees  <i>Supplier shall submit a sample fabric together with the Quotation Form</i>	100 pieces	



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<ol style="list-style-type: none"><li>3. The supplier must submit an actual sample, one set, of finished product for male and female for evaluation prior to mass production.</li><li>4. Delivered items must be free from defects that affect appearance, and must be free from marks, stains, and spots incurred during marking.</li><li>5. Stitches shall be free from twists, crinkles, and shrinkages. All ends of sewing shall be trimmed, loose threads shall be removed, and must be uniform in color and finish</li></ol>		
<b>Delivery Period and Terms</b> <ol style="list-style-type: none"><li>1. Actual Sample - Seven (7) calendar days from receipt of signed PO and Contract.</li><li>2. Tailoring Services (including sizing and fitting)<ol style="list-style-type: none"><li>a. Schedule of Fitting: 11 August 2025</li></ol></li><li>3. Complete delivery on or before 25 September 2025.</li><li>4. Items should be delivered to the OMB Office free of charge-</li></ol>		

**FINANCIAL OFFER:**

**Terms of Payment:**

***Payment shall be made after complete delivery, provided that the end-user has issued the certificate of acceptance and submitted a billing statement.***

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank): \_\_\_\_\_

Branch: \_\_\_\_\_



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PROCUREMENT OF OMB OFFICIAL SHIRT			
QTY	ITEM/DESCRIPTION	Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
100 pieces	Tailoring and Embroidery Services (Annex A)	PHP 62,107.20	In Words:
100 pieces	Polo shirts of OMB employees		In Figures:

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Date

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Signature of Authorized Representative

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Printed Name of Authorized Representative

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Position

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Name of Company

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Address

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Contact Number

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Email Address



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**ANNEX "A"**

OMB OFFICIAL SHIRT TECHNICAL SPECIFICATIONS		
TECHNICAL SPECIFICATIONS	NON-EID	EID
1. Quantity and Item/s Required	54 pieces	46 pieces
2. Type of Fabric	Honeycomb	
3. Colors	Black - 27 pieces Navy Blue - 27 pieces	Black - 23 pieces Navy Blue - 23 pieces
4. Embroidery Details (logos may be requested via email)	<ul style="list-style-type: none"><li>○ Front (left side): OMB official logo (3 inches)</li><li>○ Back (center): Bagong Pilipinas logo patch (2 inches)</li></ul>	<ul style="list-style-type: none"><li>○ Front (left side): EID badge (4 inches)</li><li>○ Back (center): OMB official logo &amp; Bagong Pilipinas logo patch (2 inches each)</li></ul>
5. Sizing and Fitting	Adult size regular fit (separate sizars for female and male employees)	



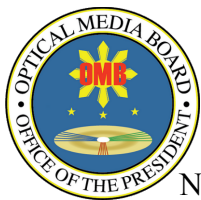
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**SAMPLE LAYOUT FOR NON-EID PERSONNEL**





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**SAMPLE LAYOUT FOR EID PERSONNEL**







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**Omnibus Sworn Statement**  
***[shall be submitted with the Bid]***

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;



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5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**



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**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*