



REPUBLIC OF THE PHILIPPINES

Sandiganbayan

Quezon City

 MA. TERESA S. PABULAYAN
 Executive Clerk of Court IV

4/19/24

RFQ No. / Date: SVP-2024-092-04 / April 18, 2024

P.R. Nos. and Date: 24-04-374/ April 11, 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Item No.	Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	31	Pcs.	CHORALE COSTUME INCLUSION: OVERCOAT WITH PRINT TEXTURE: POLYESTER COTTON (80% polyester, 20% cotton) COLOR: Black DESIGN: Button-up overcoat with collar and pockets PRINT DESIGN: SB Chorale Logo (print must be visually clear and readable) - circular, 2 x 2 inches, left breast position PRINTING METHOD: Embroidered (Please see attached design and specification) <i>*Selection shall be partially based on the submitted sample</i>	Php 31,000.00
2	26	Pcs.	DANCE TROUPE COSTUME INCLUSION: CREAM-BLACK HOODIE JACKET AND UNISEX CARGO PANTS HOODIE JACKET COLOR: Cream jacket with Black sleeves and Black bank, as appearing in the layout design CARGO PANTS COLOR: Black DESCRIPTION: With pockets and buttons, as appearing in the layout design (Please see attached design and specification) <i>*Selection shall be partially based on the submitted sample</i>	Php 65,000.00
3	594	Pcs.	Baseball caps MATERIAL: Drifit material COLOR: Plain White SIZE: Standard size with strap (snap back) TYPE OF PRINT: Sublimation/Digital Printing FRONT: Playful Logo (5.5 cm x 7 cm) at the center DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i>	Php 148,500.00
4	21	Pcs.	Custom pop figure for Justices PACKAGING: •Box-type with Fancy Logo - Color Black	Php 126,000.00

			<ul style="list-style-type: none"> •Text at the bottom – Color White •Font Style: Bebas Neue Cyrillic <p>CUSTOM POP:</p> <ul style="list-style-type: none"> •Standing figure •5 inches in height •Holding a gavel •Wearing a ceremonial robe <p>DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	
5	32	Pcs.	<p>Office Table Mat for Department Heads MATERIAL: Leatherette COLOR: Maroon DRY SEALED: Fancy logo (4 inches in diameter) at the lower right corner of the table mat SIZE: 24 inches x 18 inches DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	Php 19,200.00
6	1	Pc.	<p>46th SB Banner COLOR: Black MATERIAL: Fabric (Heavy Spandex – Matte Finish) FRONT: Maroon lining at the upper portion of the banner. At the upper center portion is the SB Logo, at the center is the Playful Logo of the 46th Anniversary, and at the lower portion is the Slogan of the 46th Anniversary in white color. The words ""PAST"", ""LEGACY"" and ""FUTURE"" printed in gold. The bottom of the banner with Maroon tassel TYPE OF PRINT: digital MEASUREMENT: 3 feet, 3 inches x 3 feet (L x W) with Maroon tassel (2 inches) DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	Php 2,000.00
7	1	Pc.	<p>District SB Banner COLOR: Black MATERIAL: Fabric (Heavy Spandex – Matte Finish) FRONT: Carnelian Orange lining at the upper portion of the banner. The words "DISTRICT SB" in Carnelian Orange and logo of the District SB separated by a Carnelian Orange brush-type lining. The bottom of the banner with Carnelian Orange tassel TYPE OF PRINT: Full sublimation MEASUREMENT: 3 feet, 3 inches x 3 feet (L x W) with Carnelian Orange tassel (2 inches) DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	Php 2,000.00
8	1	Pc.	<p>House of SB Banner COLOR: Black MATERIAL: Fabric (Heavy Spandex – Matte Finish) FRONT: Sapphire Blue lining at the upper portion of the banner. The words "HOUSE OF SB" in Sapphire Blue and logo of the House of SB separated by a Sapphire Blue brush-</p>	Php 2,000.00

			<p>type lining. The bottom of the banner with Sapphire Blue tassel TYPE OF PRINT: digital MEASUREMENT: 3 feet, 3 inches x 3 feet (L x W) with Sapphire Blue tassel (2 inches) DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	
9	1	Pc.	<p>SB League Banner COLOR: Black MATERIAL: Fabric (Heavy Spandex – Matte Finish) FRONT: Citrine Yellow lining at the upper portion of the banner. The words "SB LEAGUE" in Citrine Yellow and logo of the SB League separated by a Citrine Yellow brush-type lining. The bottom of the banner with Citrine Yellow tassel TYPE OF PRINT: digital MEASUREMENT: 3 feet, 3 inches x 3 feet (L x W) with Citrine Yellow tassel (2 inches) DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	Php 2,000.00
10	1	Pc.	<p>SB Avengers Banner COLOR: Black MATERIAL: Fabric (Heavy Spandex – Matte Finish) FRONT: Emerald Green lining at the upper portion of the banner. The words "SB AVENGERS" in Emerald Green and logo of the SB Avengers separated by a Emerald Green brush-type lining. The bottom of the banner with Emerald Green tassel TYPE OF PRINT: digital MEASUREMENT: 3 feet, 3 inches x 3 feet (L x W) with Emerald Green tassel (2 inches) DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i></p>	Php 2,000.00
11	1	Pc.	<p>Full-size Banner No. 1 (19ft 18" x 7ft 5.5") COLOR: Black MATERIAL: Fabric (Heavy Spandex – Matte Finish) FRONT: Maroon lining at the upper portion of the banner. The words "HOUSE OF SB" in Sapphire Blue and logo of the House of SB separated by a Sapphire Blue brush-type lining. While the words "DISTRICT SB" in Carnelian Orange and logo of the District SB separated by a Carnelian Orange brush-type lining. The logo of House of SB and the words "DISTRICT SB" is separated by a Maroon lining. The bottom of the banner with Maroon tassel. TYPE OF PRINT: Digital printing MEASUREMENT: 19 FT 18" x 7FT 5.5" (L x W) with Maroon tassel (2 inches) DESIGN: As appearing in the sample layout. <i>*Selection shall be partially based on the submitted sample</i></p>	Php 10,000.00
12	1	Pc.	<p>Full-size Banner No. 2 (19ft 18" x 7ft 5.5") COLOR: Black</p>	Php 10,000.00

			<p>MATERIAL: Fabric (Heavy Spandex – Matte Finish)</p> <p>FRONT: Maroon lining at the upper portion of the banner. The words "SB LEAGUE" in Citrine Yellow and logo of the SB League separated by a Citrine Yellow brush-type lining. While the words "SB AVENGERS" in Emerald Green and logo of the SB Avengers separated by an Emerald Green brush-type lining. The logo of SB League and the words "SB AVENGERS" is separated by a Maroon lining. The bottom of the banner with Maroon tassel.</p> <p>TYPE OF PRINT: Digital printing</p> <p>MEASUREMENT: 19 FT 18" x 7FT 5.5" (L x W) with Maroon tassel (2 inches)</p> <p>DESIGN: As appearing in the sample layout.</p> <p><i>*Selection shall be partially based on the submitted sample</i></p>	
13	1	Pc.	<p>Full-size Banner No. 3 (19ft 18" x 7ft 5.5")</p> <p>COLOR: Black</p> <p>MATERIAL: Fabric (Heavy Spandex – Matte Finish)</p> <p>FRONT: Maroon lining at the upper portion of the banner. At the upper center portion is the SB Logo, at the center is the Playful Logo of the 46th Anniversary, and at the lower portion is the Slogan of the 46th Anniversary in white color. The words "PAST", "LEGACY" and "FUTURE" printed in gold. The bottom of the banner with Maroon tassel.</p> <p>TYPE OF PRINT: Digital printing</p> <p>MEASUREMENT: 19 FT 18" x 7FT 5.5" (L x W) with Maroon tassel (2 inches)</p> <p>DESIGN: As appearing in the sample layout.</p> <p><i>*Selection shall be partially based on the submitted sample</i></p>	Php 10,000.00
14	594	Pcs.	<p>Dri-fit polo shirts</p> <p>MATERIAL: Drifit (Microfiber and Polyester Fabric) HIGH-QUALITY</p> <p>TYPE OF PRINTING: Digital / Sublimation Printing</p> <p>COLOR: White</p> <p>SIZING: Assorted sizing</p> <p>FRONT: Fancy Logo (3 inches) at the left side</p> <p>BACK: SB logo (3 inches) at the center with 46th Anniversary slogan (1-inch height, 0.5-inch space between each line)</p> <p>FONT STYLE: Bebas Neue Cyrillic</p> <p>DESIGN: As appearing in the sample layout</p> <p><i>*Selection shall be partially based on the submitted sample</i></p>	Php 368,280.00
15	60	Pcs.	<p>BASKETBALL UNIFORM</p> <p>INCLUSION: Top and bottom</p> <p>MATERIAL: Drifit (HIGH-QUALITY)</p> <p>TYPE OF PRINTING: Full sublimation printing.</p> <p>DESIGN: As appearing in the sample layout</p> <p><i>*Selection shall be partially based on the submitted sample</i></p>	Php 48,000.00
16	48	Pcs.	<p>VOLLEYBALL UNIFORM</p> <p>INCLUSION: Top and bottom</p> <p>MATERIAL: Drifit (HIGH- QUALITY)</p>	Php 38,400.00

			TYPE OF PRINTING: Full sublimation printing. DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i>	
17	48	Pcs.	BADMINTON UNIFORM INCLUSION: Top (Round neck) MATERIAL: Drifit (HIGH- QUALITY) TYPE OF PRINTING: Full sublimation printing. DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i>	Php 24,000.00
18	48	Pcs.	TABLE TENNIS UNIFORM INCLUSION: Top (Round neck) MATERIAL: Drifit (HIGH- QUALITY) TYPE OF PRINTING: Full sublimation printing. DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i>	Php 24,000.00
19	64	Pcs.	BOWLING UNIFORM INCLUSION: Top (Round neck) MATERIAL: Drifit (HIGH- QUALITY) TYPE OF PRINTING: Full sublimation printing. DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i>	Php 32,000.00
20	28	Pcs.	CHESS UNIFORM INCLUSION: Top (Round neck) MATERIAL: Drifit (HIGH-QUALITY) TYPE OF PRINTING: Full sublimation printing. DESIGN: As appearing in the sample layout <i>*Selection shall be partially based on the submitted sample</i>	Php 14,000.00
			TOTAL	Php 978,380.00
Note:			Award shall be on a “per line item” basis.	
Delivery Period			On or Before May 20, 2024	
Deadline of Submission			April 24, 2024 / 10:00 A.M.	

INSTRUCTIONS

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

1. Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
 - a. Valid and current Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return¹

¹ For ABC above Php500,000.00 (As per Appendix A of Annex “H” of the 2016 RIRR of R.A. No. 9184)

d. Notarized Omnibus Sworn Statement (OSS)² (*may be submitted prior to the issuance of a Notice of Award. Bidder/supplier's OSS shall be valid for six (6) months and may be used for other Alternative Methods of Procurement (AMP) in the Sandiganbayan, unless an updated OSS is required.*)

2. All entries must be typed or written in a clear and legible manner.

3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

- a. Terms of Payment
- b. Warranty; if applicable
- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period
- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

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. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable. **The supplier shall submit the signed "Conforme" in the PO within two (2) calendar days upon receipt thereof.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

² For ABC above Php50,000.00 (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of a tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (*“Tie-Breaking Method”*).

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico I. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,


KARLO ENRICO I. BAGUIO
Judicial Staff Officer III
Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Qty	Unit	Description	Quote per unit	Total Quote
1	31	Pcs.	CHORALE COSTUME		
2	26	Pcs.	DANCE TROUPE COSTUME		
3	594	Pcs.	BASEBALL CAPS		
4	21	Pcs.	CUSTOM POP FIGURE FOR JUSTICES		
5	32	Pcs.	OFFICE TABLE MAT		
6	1	Pc.	46 th SB BANNER		
7	1	Pc.	DISTRICT SB BANNER		
8	1	Pc.	HOUSE OF SB BANNER		
9	1	Pc.	SB LEAGUE BANNER		
10	1	Pc.	SB AVENGERS BANNER		
11	1	Pc.	FULL SIZE BANNER NO. 1 (19ft 18" x 7ft 5.5")		
12	1	Pc.	FULL SIZE BANNER NO. 2 (19ft 18" x 7ft 5.5")		
13	1	Pc.	FULL SIZE BANNER NO. 3 (19ft 18" x 7ft 5.5")		
14	594	Pcs.	DRIFIT POLO SHIRTS		
15	60	Pcs.	BASKETBALL UNIFORM		
16	48	Pcs.	VOLLEYBALL UNIFORM		
17	48	Pcs.	BADMINTON UNIFORM		
18	48	Pcs.	TABLE TENNIS UNIFORM		
19	64	Pcs.	BOWLING UNIFORM		
20	28	Pcs.	CHESS UNIFORM		
			<i>*Note: see RFQ for detailed specifications</i>		
Delivery Period			On or Before May 20, 2024		

INSTRUCTIONS

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

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued