

REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites quotations for the procurement of the following 2023 Corporate Giveaways. Please see attached Terms and Specifications:

Lot	Items	Approved Budget for the Contract, inclusive of applicable taxes
1	Customized Recyclable Paper Sticky Note Pads	Php137,000.00
2	Customized Hard Kraft Board Notebook Cover with Garter Tie Binder	Php156,000.00
3	Aesthetic Ceramic Coffee Mug with Wood Handle and Bamboo Lid Cover with Digital Laser Engraving	Php118,000.00
4	Genuine Leather Slim Business Card Organizer Wallet	Php190,000.00
5	Customized Vegan Leather Expandable Tote Bag with Kraft Paper Cardboard Gift Bag	Php365,000.00

2. Quotations shall be evaluated and compared on a per lot basis and each lot shall be recommended for the award of contract separately.
3. All interested suppliers may submit signed quotation at the Receiving Counter, 23rd Floor, BPI Philam Life Building, 6811 Ayala Avenue, Makati City and/or bacsecretariat@philguarantee.gov.ph on or before **10:00 a.m. (PhST)** of **June 14, 2023** together with the following documentary requirements:

- Mayor's /Business Permit;
- PhilGEPS Registration Number;
- Income/Business Tax Return; and
- Omnibus Sworn Statement (for ABC's above Php50,000.00) (download from this link: [https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))

* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

** Valid Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

4. Pursuant to Section 6.2 of the GPPB Resolution No. 09-2020 dated 7 May 2020, the PE is allowed to accept Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment.
5. Pursuant to Section 6.3 of the GPPB Resolution 09-2020 dated 7 May 2020, the PE is allowed to accept Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.
6. In the event two or more bidders were determined to be the Lowest Calculated and Responsive Quotation (LCRQ), the End-user shall roll the dice to break the tie in the presence of the concerned bidder's representative (physically or via video conferencing). The bidder with the highest number shall be the winning bidder. The absence of the concerned bidder's representative shall not nullify the proceeding.
7. For further inquiries, please contact Ms. Karenina V. Joaquin at bacsecretariat@philguarantee.gov.ph.
8. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.

Melinda M. Adriano
MELINDA M. ADRIANO

Chairperson
Bids and Awards Committee

8 June 2023