



BASES CONVERSION and DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: uatabion@bcda.gov.ph

REQUEST FOR QUOTATION

(Company Name):

Date: **March 27, 2026**

PR #: **0002178**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. Cor. 2nd Avenue, Bonifacio Global City, Taguig or email to uatabion@bcda.gov.ph not later than **April 06, 2026**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

URSULA N. ARANDELA-TABION
Canvasser

ALMIRA S. CLARIANES
Chief Administrative Officer

TO: **BCDA HEAD OF PROCUREMENT**

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
1	Lot	Procurement of Supply, Delivery, and Installation of Blinds at Athletic Stadium Location: Athletics Stadium, National Government Administrative Center (NGAC), New Clark City, Brgy Aranguren, Capas, Tarlac See attached Terms of Reference (TOR) Warranty: 1 Year after the Acceptance of the Completed Delivery by the BCDA Retention Money of 5% of the Total Contract Price shall be obligated ABC : PhP1,000,000.00				
TOTAL AMOUNT						₱



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Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR-Form 2303)

Note:

A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

WARRANTY SECURITY DETAILS

NOTE: Section 62.1 of RA9184 IRR –For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

For this procurement, we shall be requiring the winning supplier a warranty security for a period of one year in the form of 1% Retention Money or 1% Special Bank Guarantee of the total contract price within 5 working days upon receipt of Purchase Order and Notice to Proceed.

Terms and conditions:

- Price: **Inclusive of all applicable taxes**
- Payment: **NET Thirty (30) calendar days**
- Delivery: **60 Calendar Day/s (upon conforme of P.O.)**
- Validity of price: **one (1) month**
- WARRANTY: **at least one (1) year**

We hereby certify, that we have prepared, checked and reviewed this quotation.
This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number