Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman Quezon City * Trunkline Number: (+632) 8709 7198
Email: usssaptayo@sss.gov.ph * Website: www.sss.gov.ph

26 August 2026

Dear Sir/Madam,

Please furnish us with your quotation on or before **SEPTEMBER 2, 2026 @ 1:30 PM** for the items listed in the attached **Request for Quotation (RFQ).**

Kindly accomplish the **RFQ Form No. 26-08-226_1 LOT, PROCUREMENT OF LEARNING AND DEVELOPMENT MERCHANDISE** together with the **Bidder's Information** and indicate your confirmation on the **Terms and Conditions** by signing the **Certification.**

You may refer to the Instruction to Suppliers for the procedure on the submission of quotation and reminders.

Thank you.

Respectfully yours,

ROSALYN D. AZUL-CONDAT
Department Manager III, BAC-SD

PHILGEPS REF. #: 64114
PUBLISHED DATE: 08/26/26
POSTED BY: RITA DIZON

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number	RFQ Date	ABC	APP NO.
26-08-226	**August 26, 2026**	**₱ 290,000.00**	**2026-3306 (28th Update for the month of July)**

PROCUREMENT OF LEARNING AND DEVELOPMENT MERCHANDISE

Lot No. (a)	Qty. (b)	PARTICULARS (c)	Bid/Cost Breakdown	
			Unit Cost (d)	Total Cost (e) = (b) x (d)
1	100 Pieces	**Premium Vacuum-Insulated Learning Tumbler with handle** **ABC: ₱ 498.96 / Piece**	₱_____/ piece	₱_____
	300 Pieces	**Ballpen** **ABC: ₱ 70.08 / Piece**	₱_____/ piece	₱_____
	100 Pieces	**Wall Clock** **ABC: ₱ 1,264.55 / Piece**	₱_____/ piece	₱_____
	100 pieces	**T-Shirt** **ABC: ₱ 436.26 / Piece**	₱_____/ piece	₱_____
	300 pieces	**Eco Notepad with Pen** **ABC: ₱ 163.33 / Piece**	₱_____/ piece	₱_____
			Total Cost (Lot):	₱_____

Total Offered Quotation (Inclusive of VAT) in words:

_____

_____

Please completely fill-out and submit this form together with:
Annex A – Technical Specifications
Annex B – Documentary Requirements
Annex C – Sample Picture/Layout

Validity of Quotation/Offer	• Ninety (90) calendar days from deadline of submission of sealed quotation and its opening up to approval of award.
Delivery Terms and Place	• Delivery shall be made to: OSD Warehouse, SSS Main Office, East Avenue Quezon City • Delivery shall be made complete within fifteen (15) calendar days from the receipt of the approval of the sample • Supplier shall ensure that items are properly packed and protected during delivery.
Payment Terms	• Government terms. • One-time payment. • SSS shall withhold the applicable taxes in the amount payable in accordance with the BIR regulations. • Payment is upon delivery of items/services and submission of billing documents; and shall be directly credited to the Supplier's bank account. • The Official Receipt (OR) or Acknowledgement Receipt (AR) for payments received shall be submitted to the Cash Management Department within two (2) days from the receipt of notification of payment made, or from the date the payment is credited to your bank account, whichever is earlier.
Other Requirements	• The final design/layout shall be provided to the supplier within three (3) calendar days upon receipt of the Notice to Proceed / signed contract • The supplier shall submit a sample or prototype for approval prior to mass production within five (5) calendar days from the receipt of the final design/layout was provided. Production shall commence only upon approval by the End-User. • Defective or non-compliant items shall be replaced at no additional cost to SSS within a reasonable period.

BIDDER'S INFORMATION		
Business Name	**Address**	
Name of Company Representative	**Email Address**	**Telephone/Mobile Number**
PhilGEPS Registration No.	**SS Number**	**BIR TIN**

TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
   - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
   - 30% Surety Bond callable upon demand.
2. If two (2) or more Suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use "draw lots" or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word "free" for the said item would mean that it is being offered for FREE to the SSS.
5. All prices must be rounded off to two decimal places. Any prices presented otherwise will be rounded off to two decimal places and arithmetically corrected during the evaluation process.
6. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be considered unconfirmed and result to disqualification of bidder.**
7. 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 provided that the terms and conditions stated therein is in conformity with the requirements of the RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.** Submissions not using the RFQ form shall be considered only if they fully address and certify compliance with all the stated requirements, terms, and conditions of this RFQ.
8. Quantity is subject to change but not to exceed the contract amount.
9. Award shall be on a **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Bids and Awards Committee – Secretariat Department** at **8709-7198 local 3421 / 3425 / 3428 / 3429 / 3470 or direct line 89221070** or via e-mail **bac@sss.gov.ph / bacsealedquotations@sss.gov.ph .**
2. Supplier should indicate "COMPLY" or "NOT COMPLY" in the STATEMENT OF COMPLIANCE COLUMN, if applicable. Failure to indicate compliance and non-compliance will mean automatic disqualification.
3. Sealed Quotations may be submitted through the following:

   a. DROP BOX located at Bids and Awards Committee – Secretariat Department, 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to DM Rosalyn D. Azul-Condat – Department Manager III of the BACSD.
   Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.

   b. ELECTRONIC MAIL at **bacsealedquotations@sss.gov.ph** with the following requirements:
      i. Quotations and attachments should be in portable document format (pdf), compressed/zipped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
      ii. File name of the zip file folder shall be by **RFQ number and Project Title.**

iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.

iv. Passwords shall be made available only through email (**bacsealedquotations@sss.gov.ph**) before or during opening of bids which is scheduled on:

DATE: **SEPTEMBER 2, 2026** TIME: **1:30 PM**

4. The winning supplier shall accomplish and sign the emailed or issued **Notice of Award** (NOA) within two (2) calendar days from receipt and immediately submit the signed copy to the BACSD, if applicable, upon issuance. Failure to comply may result in the cancellation of the award.
5. In compliance with **Republic Act No. 6713** (Code of Conduct and Ethical Standards for Public Officials and Employees), the SSS does not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from bidders or suppliers at any state of the procurement process, from RFQ issuance and canvassing through contact implementation. Bidders are cautioned against individuals or groups falsely claiming to represent the SSS and soliciting money, gifts, or other benefits for any purpose. **Do not give anything to these individuals or group.** Any form of solicitation by persons claiming to represent the SSS should be immediately reported to the **Head of the Procurement Management Division** at burgosee@sss.gov.ph or (02) 8709-7198 local 3390.

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality**. Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation**. In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

   For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
4. **Non-Assignment**. Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver**. Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship**. It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

   This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.
8. **Partnership**. Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

   Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.
10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or

contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless**. The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the afore-mentioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions**. Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability**. If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity**. No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

CERTIFICATION

This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.

_____

Owner/Company Representative

(Signature over Printed Name)

_____

Date

***Note**: The Supplier must sign over printed name on the CERTIFICATION above. Non-compliance with this instruction is a ground for disqualification of submitted quotation.*

ANNEX A. TECHNICAL SPECIFICATION

Suppliers/Bidders should indicate **"COMPLY"** or **"NOT COMPLY"** to each specification below. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

1 LOT, PROCUREMENT OF LEARNING AND DEVELOPMENT MERCHANDISE		
LOT NO.	**SPECIFICATION**	**STATEMENT OF COMPLIANCE**

1	**1. PREMIUM VACUUM-INSULATED LEARNING TUMBLER WITH HANDLE**
	
	• **Capacity:** 20 oz (591ml)
	• **Dimensions:**
	  ○ Height: 10.4 in (26.4 cm)
	  ○ Top Diameter: 3.5 in (8.9 cm)
	  ○ Base Diameter: 2.9 in (7.4 cm)
	  ○ Handle Width: 1.2 in (3.0 cm)
	  ○ Straw Length: 11.0 in (28.0 cm)
	  ○ Estimated Weight: 380-450 grams
	• **Material:**
	  ○ Body: Double-wall vacuum-insulated 18/8 stainless steel
	  ○ Lid: BPA-free AS plastic
	  ○ Straw: Reusable BPA-free plastic
	• **Color:** Powder-coated Light Blue
	• **Decoration Method:** UV DTF Print or Screen Print
	• **Print Area:**
	  ○ Maximum Logo Area: 3.5 in (W) × 4.0 in (H)
	  ○ Recommended Safe Area: 3.0 in (W) × 3.5 in (H)
	  ○ *Refer to the layout provided for the location of the print*
	• **Packaging:**
	  ○ Individual White Gift Box
	  ○ Product Insert Card with learning campaign message
	• **Features:**
	  ○ Keeps drinks cold up to 24 hours
	  ○ Keeps drinks hot up to 8 hours
	  ○ Double-wall vacuum insulation
	  ○ Fits most vehicle cup holders
	  ○ Spill-resistant lid
	  ○ Reusable straw included
	  ○ Ergonomic handle	

	2. BALLPEN
	
	• **Type:** Twist-Action Ballpen with Stylus
	• **Dimensions:**
	  ○ Length: 5.5 inches (13.97 cm)
	  ○ Diameter: 0.39 inches (1.0 cm)
	  ○ Estimated Weight: 18 grams
	• **Ink:**
	  ○ Black ink
	  ○ Medium point
	• **Material:**
	  ○ Barrel: Aluminum
	  ○ Tip & Accents: Chrome Stylus
	  ○ Tip: Rubber
	• **Color:** Metallic Blue
	• **Decoration Method:**
	  ○ Laser Engraving Screen
	  ○ Print
	• **Print Area:**
	  ○ 1.5 inches (W) × 0.31 inches (H)
	  ○ (3.81 cm × 0.79 cm)
	  ○ Refer to the layout provided for the location of the print
	• **Packaging:**
	  ○ Individual OPP Bag	

- (300pcs/box) bulk packed in inner box

- **Features:**
  - Smooth Writing
  - Twist-Action Mechanism
  - Stylus Tip for Touchscreen Devices
  - Lightweight and Durable
  - Pocket Clip for Easy Carrying

3. WALL CLOCK

- **Type:** Wall Clock
- **Size:**
  - Overall Diameter: 9 inches (22.86 cm)
  - Print Area (Logo): 2.5 inches (6.35 cm)
  - Estimated Weight: 280 grams
- **Material:**
  - Frame: Plastic (ABS)
  - Face: Paper / PP
  - Cover: Glass
  - Hands: Aluminum
- **Color:**
  - Frame: White
  - Face: White
  - Hands: White
  - Numbers: Black
- **Movement:**
  - Quartz Sweep Movement
  - (Silent, Non-ticking)
- **Power Source:**
  - 1 × AA Battery (Not included)
- **Decoration Method:**
  - UV Print / Pad Print
- **Print Area:**
  - 2.5 inches W
- **Packaging:**
  - Individual White Box with
  - Protective Foam
  - (10pcs/box) bulk packaging
- **Features:**
  - Silent sweep movement
  - Easy to read Arabic numerals
  - Durable glass cover
  - Easy wall mounting
  - Great for office and home use
  - Corporate branding ready

4. T-SHIRT

- **Type:** Unisex Crew Neck T-Shirt
- **Material:**
  - 100% Combed Cotton
  - (Ash Grey: 90% Cotton / 10% Polyester)
- **Fabric Weight:** 180 GSM (5.3 oz)
- **Color:** White
- **Sizes:** XS, S, M, L, XL, 2XL, 3XL (Unisex Fit)

SIZE	XS	S	M	L	XL	2XL	3XL
CHEST WIDTH	18	19	20	21	22	23	24
BODY LENGTH	26	27	28	29	30	31	32

Note: The size distribution will be provided to the winning bidder upon sample approval.

	• **Printing Method:** Front: DTF / Silkscreen Print Back: DTF / Silkscreen Print
	• **Print Area:**
	  ○ Front:
	  ○ Width: 12.0 in (30.5 cm) Height:
	  ○ 14.0 in (35.6 cm) Back:
	  ○ Width: 12.0 in (30.5 cm)
	  ○ Height: 8.0 in (20.3 cm)
	• **Placement:**
	  ○ Front: Centered
	  ○ Back: Upper Center
	  ○ Refer to the layout provided for the location of the print
	• **Packaging:** Individual Polybag (50pcs/box) bulk packaging
	• **Weight:** Approx. 200 grams (Size L)
	• **Features:**
	  ○ Breathable fabric
	  ○ Soft and comfortable
	  ○ Durable ribbed collar
	  ○ Unisex fit for everyday wear
	  ○ Vibrant and long-lasting print	

	5. ECO NOTEPAD WITH PEN
	• **Type: Eco Notepad with pen**
	• **Size:**
	  ○ Height: 6.5 inches (16.5 cm)
	  ○ Width: 3.5 inches (8.9 cm)
	  ○ Thickness: 0.4 inches (1.0 cm)
	  ○ Estimated Weight: 110 grams
	• **Material:**
	  ○ Cover: Recycled Paper (Kraft)
	  ○ Pages: Recycled Lined Paper
	  ○ Spiral: Metal Wire
	  ○ Pen Barrel: Recycled Paper
	  ○ Pen Parts: ABS Plastic (Blue)
	  ○ Pen Ink: Black
	• **Color:** Kraft (Natural Brown) with Blue Accents
	• **Pen Type:** Ballpen (Click Mechanism)
	  ○ Ink Color: Black
	• **Printing Method:** Screen Print / UV Print
	• **Print Area:** Front Cover: 2.5 inches (W) × 4.0 inches (H) (6.35 cm × 10.16 cm)
	• **Packaging:** Individual OPP Bag (50 pcs/box) bulk packaging
	• **Pages Layout:**
	  ○ Lined Pages
	  ○ 70 sheets / 140 pages
	  ○ 70 GSM recycled paper
	• **Features:**
	  ○ Environment-friendly materials
	  ○ 70 lined sheets (140 pages)
	  ○ Pen with smooth black ink
	  ○ Elastic pen loop for secure hold
	  ○ Lightweight and portable	

ANNEX B. DOCUMENTARY REQUIREMENTS

DOCUMENTARY REQUIREMENTS
Instructions: **Submission of documentary requirements together with the sealed quotation, as follows:** a. Notarized Omnibus Sworn Statement (using the NGPA-prescribed form of the Government Procurement Policy Board) with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company (for ABCs above ₱ 50,000.00) Kindly submit the e-mail address and mobile number of the commissioned lawyer who notarized your submitted Omnibus Sworn Statement (OSS), Special Power of Attorney (SPA), or Secretary's Certificate, for our reference during evaluation. **Suppliers that have previously submitted the following requirements that are still <u>valid</u> may no longer resubmit a copy:** b. Mayor's/Business Permit[1] c. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership) **NOTE:** Submitted documents are subject to verification and validation of its authenticity, genuineness, validity, and completeness. Incomplete submission, concealment, falsification, or misrepresentation of any of the documents submitted, or the contents thereof is a ground for disqualification of submitted quotation.

[1] For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

ANNEX C. SAMPLE PICTURE/LAYOUT

SIZE SPECIFICATIONS

CAPACITY	20 oz (591 mL)
DIMENSIONS	Height: 10.4 in (26.4 cm) Top Diameter: 3.5 in (8.9 cm) Base Diameter: 2.9 in (7.4 cm) Handle Width: 1.2 in (3.0 cm) Straw Length: 11.0 in (28.0 cm)
MATERIAL	Body: Double-wall vacuum insulated 18/8 stainless steel Lid: BPA-free AS plastic Straw: Reusable BPA-free plastic
COLOR	Powder-coated Light Blue
DECORATION METHOD	UV DTF Print or Screen Print
PRINT AREA	Maximum Logo Area: 3.5 in (W) × 4.0 in (H) Recommended Safe Area: 3.0 in (W) × 3.5 in (H)

FEATURES

- Keeps drinks cold up to 24 hours
- Keeps drinks hot up to 8 hours
- Double-wall vacuum insulation
- Fits most vehicle cup holders
- Spill-resistant lid
- Reusable straw included
- Ergonomic handle

PACKAGING

- Individual white gift box
- Product insert card with learning campaign message

ESTIMATED WEIGHT

380–450 grams

For procurement and merchandising purposes, you may label it as:

20 oz Premium Vacuum-Insulated Learning Tumbler with Handle

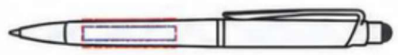
BALLPEN

TYPE	Twist-Action Ballpen with Stylus
DIMENSIONS	Length: 5.5 inches (13.97 cm) Diameter: 0.39 inches (1.0 cm)
INK	Black ink Medium point
MATERIAL	Barrel: Aluminum Tip & Accents: Chrome Stylus Tip: Rubber
COLOR	Metallic Blue
DECORATION METHOD	Laser Engraving Screen Print
PRINT AREA	1.5 inches (W) x 0.31 inches (H) (3.81 cm x 0.79 cm)
WEIGHT	Approx. 18 grams

FEATURES

- Smooth writing
- Twist-action mechanism
- Stylus tip for touchscreen devices
- Lightweight and durable
- Pocket clip for easy carrying

PRINT POSITION



Left Barrel (as shown)

*Logo/s will be printed in white

PACKAGING

- Individual OPP Bag
- Bulk packed in inner box

QUANTITY PER BOX

500 pcs / box

NOTES

- Actual product colors may vary slightly.
- For promotional use only.
- Minimum order quantity may apply.

WALL CLOCK

OVERALL DIAMETER
9 inches
(22.86 cm)

PRINT AREA (LOGO)
2.5 inches (6.35 cm)

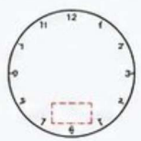
FEATURES

- Silent sweep movement
- Easy to read Arabic numerals
- Durable glass cover
- Easy wall mounting
- Great for office and home use
- Corporate branding ready

TYPE	Wall Clock
SIZE	Overall Diameter: 9 inches (22.86 cm) Print Area (Logo): 2.5 inches (6.35 cm)
MATERIAL	Frame: Plastic (ABS) Face: Paper / PP Cover: Glass Hands: Aluminum
COLOR	Frame: White Face: White Hands: White Numbers: Black
MOVEMENT	Quartz Sweep Movement (Silent, Non-ticking)
POWER SOURCE	1 x AA Battery (Not included)
DECORATION METHOD	UV Print / Pad Print
PACKAGING	Individual White Box with Protective Foam
WEIGHT	Approx. 280 grams

PRINT POSITION

Logo placement as shown
(Print area: 2.5 inches W)



QUANTITY PER BOX

10 pcs / box

NOTES

- Actual product colors may vary slightly.
- For promotional use only.
- Minimum order quantity may apply.

T-SHIRT

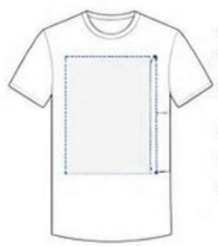
TECHNICAL SPECIFICATIONS

FRONT

BACK

TYPE	Unisex Crew Neck T-Shirt
MATERIAL	100% Combed Cotton (Ash Grey: 90% Cotton / 10% Polyester)
FABRIC WEIGHT	180 GSM (5.3 oz)
COLOR	White
SIZES	XS, S, M, L, XL, 2XL, 3XL (Unisex Fit)
PRINTING METHOD	Front: DTF / Silkscreen Print Back: DTF / Silkscreen Print
PRINT AREA	Front: Width: 12.0 in (30.5 cm) Height: 14.0 in (35.6 cm) Back: Width: 12.0 in (30.5 cm) Height: 8.0 in (20.3 cm)
PLACEMENT	Front: Centered Back: Upper Center
PACKAGING	Individual Polybag 50 pcs per box
WEIGHT	Approx. 200 grams (Size L)

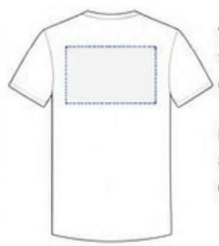
FRONT PRINT AREA



Width:
12.0 inches
(30.5 cm)

Height:
14.0 inches
(35.6 cm)

BACK PRINT AREA

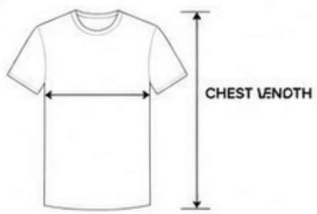


Width:
12.0 inches
(30.5 cm)

Height:
8.0 inches
(20.3 cm)

SIZE CHART (IN INCHES)

SIZE	XS	S	M	L	XL	2XL	3XL
CHEST WIDTH	18	19	20	21	22	23	24
BODY LENGTH	26	27	28	29	30	31	32



Chest Width: 1 inch below armhole

Body Length: From highest point of shoulder to bottom hem

FEATURES

- Breathable fabric
- Soft and comfortable
- Durable ribbed collar
- Unisex fit for everyday wear
- Vibrant and long-lasting print

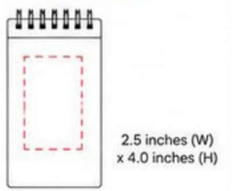
NOTE: Actual product colors may vary slightly due to screen settings and printing process.

ECO NOTEPAD WITH PEN

TECHNICAL SPECIFICATIONS

TYPE	Eco Notepad with Pen
SIZE	Height: 6.5 inches (16.5 cm) Width: 3.5 inches (8.9 cm) Thickness: 0.4 inches (1.0 cm)
MATERIAL	Cover: Recycled Paper (Kraft) Pages: Recycled Lined Paper Spiral: Metal Wire Pen Barrel: Recycled Paper Pen Parts: ABS Plastic (Blue) Pen Ink: Black
COLOR	Kraft (Natural Brown) with Blue Accents
PEN TYPE	Ballpen (Click Mechanism) Ink Color: Black
PRINTING METHOD	Screen Print / UV Print
PRINT AREA	Front Cover: 2.5 inches (W) x 4.0 inches (H) (6.35 cm x 10.16 cm)
FEATURES	• Environment-friendly materials • 70 lined sheets (140 pages) • Pen with smooth black ink • Elastic pen loop for secure hold • Lightweight and portable
PACKAGING	Individual OPP Bag 50 pcs per box
WEIGHT	Approx. 110 grams

PRINT AREA

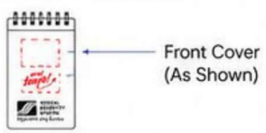


PAGES LAYOUT

Lined pages
70 sheets / 140 pages
(70 gsm recycled paper)

PEN DETAILS

LOGO PLACEMENT



QUANTITY PER BOX

50 pcs / box

NOTES

- Actual product colors may vary slightly.
- For promotional use only.
- Minimum order quantity may apply.

ECO FRIENDLY

Made with Recycled Materials