



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Procurement of Various Corporate Tokens/Giveaways for PhilConstruct 2024**

P.R. No./Date: **24-09088 | 17 September 2024**

RFQ/P No. / Date: **2024-09-081 | 30 September 2024**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Signed Terms of Reference or Technical Specifications, if applicable**
- 4 **BIR Certificate of Registration (BIR Form No. 2303)**
- 5 **Notarized Omnibus Sworn Statement**

This pro-forma quotation may be submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/angelzyrenecacho@construction.gov.ph on or before 03 October 2024, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,  
(ORIGINAL Copy Signed)

**Angel Zyrene D. Cacho**

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	400 piece	₱ 8,000.00	Ballpen			
2	200 piece	₱ 10,000.00	Alcohol Spray			
3	300 piece	₱ 12,000.00	Round Foldable Fan			
4	300 piece	₱ 13,500.00	Round Foldable Eco Bag			
5	35 piece	₱ 10,500.00	Large Canvass Boat Tote Bag			
6	35 piece	₱ 10,500.00	Journal Notebook Planner			
7	11 box	₱ 11,000.00	Calling Cards			
8	33 set	₱ 39,600.00	Curated gift			
9	25 piece	₱ 17,500.00	Sticker Pad/Bag Tag/Foldable Umbrella/Journal Notebook			
10	1 piece	₱ 10,150.00	Luggage Bag			
11	27 piece	₱ 17,550.00	Event Polo Shirt			
<b>Total ABC</b>		<b>₱ 160,300.00</b>				
<b>Delivery and Other Instructions:</b>			Within 15 calendar days upon receipt of the Purchase Order by the Supplier			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

**Signature over Printed Name :** \_\_\_\_\_

**Designation/Position :** \_\_\_\_\_

**Name of Company :** \_\_\_\_\_

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

**Telephone / Fax :** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Company Tax Identification Number :** \_\_\_\_\_

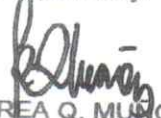
### TECHNICAL SPECIFICATIONS

Procurement of Promotional Giveaways and Supply and Delivery of Calling Cards for the PhilConstruct Events and Trade Shows of CMDF				
QTY.	UNIT/S	SPECIFICATION	UNIT COST	TOTAL COST / ABC (inclusive of all costs and applicable taxes)
400	pc	<b>A. Ballpen</b>  Material : Plastic Color : Silver / Blue Ink Color : Black  Logo Printing : Color Company UV Printing / Engraved	P20.00	P8,000.00
200	pc	<b>B. Alcohol Spray</b>  Material : Plastic Color : Plain White or Colored Size : 50 to 60ml  Travel Small Size Holder Hook KeyChain / Carabiner  Logo Printing : Color Company UV Printing / Engraved	P50.00	P10,000.00
300	pc	<b>C. Round Foldable Fan</b>  Material : Polyester Size : 10 inches Fan Color : White / Blue Print Type : DTF print with Company Logo Printed Side : Front Only With pouch (without print)	P40.00	P12,000.00
300	pc	<b>D. Foldable Eco Bag</b>  Material : White Non-woven / Creamy White Size : 17 in x 14 in x 4 in Print Type : DTF print with Company Logo Printed Side : Front Only	P45.00	P13,500.00
35	pc	<b>E. Large Canvas Boat Tote Bag</b>  Material : Special Quality Canvas Fabric Dimension : 15.4"L 6.3"w 11"H Printing Type : DTF print with Company Logo Printed Side : Front Only	P300.00	P10,500.00
35	pc	<b>F. Journal Notebook /2025 Planner with Black Ballpoint Pen (engraved CMDF Logo &amp; Name)</b>  Size : A5 (5.8" x 8.3") Color : Black No. of pages : 100 leaves Lined / Ruled Paper Cover Print : One – side full color logo print	P300.00	P10,500.00

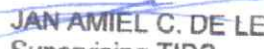


		Print Type : Laser Print Surface Finish : Leather		
11	box	<b>G. Calling Cards</b>  Size : 3.5 x 2 inches GSM - 400 to 450 Matte finish  BG color - #303642 Text/Icon color - #FEFEFE Icon BG color - #221C35 Logo colors - #483c74 (purple), #e64641 (red)	P1,000.00	P11,000.00
<p>To ensure the quality and item specifications are met, the winning supplier <b>must</b> provide a sample output or actual product to CMDF before bulk manufacture.</p> <p>Delivery Time: 10 Calendar days on or before November 5, 2024.</p>				
<b>CONFORME:</b>				
Name and Signature of Authorized Representative of the Supplier				
PhilGEPS Registration Number				
Tax Identification Number				
Date				

Prepared by:

  
 REA Q. MUÑOZ  
 Administrative Assistant III  
 CACD-CMDF

Reviewed by:

  
 JAN AMIEL C. DE LEON  
 Supervising TIDS  
 CACD - CMDF

Approved by:

  
 OFFELIA R. USIGAN  
 Executive Director  
 CMDF



**Annex A**  
**(SAMPLE ONLY)**

**A. Ballpoint Pen**



**B. Alcohol Spray**



**C. Round Foldable Fan**



*Technical Specifications (Sample Only)*  
*Procurement of Promotional Giveaways and*  
*Supply and Delivery of Calling Cards*  
*for the PhilConstruct Events and*  
*Trade Shows of CMDF*  
**Page 1 of 3**



**D. Foldable Eco Bag**



**E. Large Canvas Boat Tote Bag**



**F. Journal Notebook**



*Technical Specifications (Sample Only)  
Procurement of Promotional Giveaways and  
Supply and Delivery of Calling Cards  
for the PhilConstruct Events and  
Trade Shows of CMDF  
Page 2 of 3*



**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

An Attached Agency of the Department of Trade and Industry  
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City, Philippines  
Website: [www.construction.gov.ph](http://www.construction.gov.ph)

E-mail address: [ciap@construction.gov.ph](mailto:ciap@construction.gov.ph)

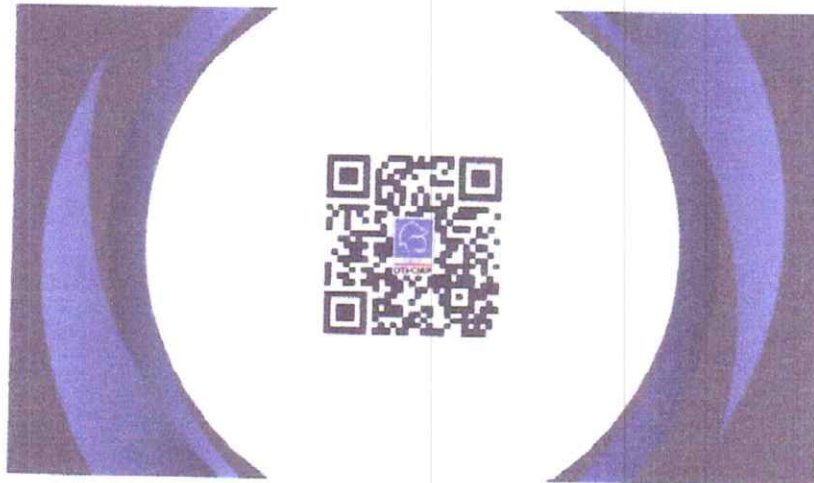
Telephone Numbers: + (632) 8895-6826 or 8895-4424

**H. Business Card**

**a) Front**



**b) Back**



## TECHNICAL SPECIFICATIONS

### Supply and Delivery of Corporate Tokens / Giveaways for VIP and Participating Students, Luggage Bag and Event Polo Shirt for the Skills Olympics 2024 Awarding Ceremony

QTY.	UNIT/S	SPECIFICATION	UNIT COST	TOTAL COST / ABC (inclusive of all costs and applicable taxes)
33	set	<p>1. Each token shall consist of the following items:</p> <p><b>A. Curated gift box.</b> Premium Flip Top Hard Box with ribbon.</p> <ul style="list-style-type: none"> <li>• Type: Flip Top</li> <li>• Box Size : dependent on the sizes of the items inside, the supplier has the leeway to fit all items (i.e., shoe box size)</li> <li>• Color: Navy Blue/Black</li> <li>• Fillers color and materials: White, Foam</li> </ul> <p>Items inside each of the curated gift boxes are as follows:</p> <p><b>B. Wooden Tumbler with engraved CMDF Logo &amp; name</b> Exterior Material : Wood or Bamboo Interior Material : Stainless Steel Cap : Stainless Steel Double wall insulated. Insulates both hot and cold. Keeps liquids hot and cold 12-24 hours. Leak-proof Color : Brown Capacity : 500ml Print Type : Engraved</p> <p><b>C. Journal Notebook /2025 Planner with Black Ballpoint Pen (engraved CMDF Logo &amp; Name)</b></p> <p>Size : A5 (5.8" x 8.3") Color : Black No. of pages : 100 leaves Lined / Ruled Paper Cover Print : One – side full color logo print Print Type : Laser Print</p>	P1,200.00	P39,600.00



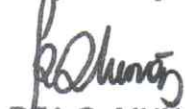
		<p>Surface Finish : Leather</p> <p><b>D. Set of Spoon and fork with chopstick (engraved CMDF name)</b></p> <p>Annex "A" provides the design for the set of tokens. The sample proofs (consisting of one (1) set of the tokens) shall be submitted to the Construction Manpower Development Foundation (CMDF) within fifteen (15) calendar days from receipt of the Notice to Proceed, for approval before production and the actual delivery of the tokens.</p> <p>The tokens' supply and delivery shall be within fifteen (15) days from the approval of the sample proof of tokens.</p> <p>Items that are defective upon delivery shall be replaced within seven (7) calendar days after notice from the CMDF.</p>		
25	pc	<p>A. Each token for the participating students shall consist of the following items:</p> <p><b>1. Sticker Pad</b> Size: A5 Finish: Glossy</p>	P50.00	P1,250.00
		<p><b>2. Bag Tag</b> Finish: Glossy Size: A7 (74mm x 105mm) Material: Selicon Printed Side : Front and Back</p>	P150.00	P3,750.00
		<p><b>3. Foldable Umbrella Printed with CMDF Logo and Name</b> Color: Black / Navy Blue</p>	250.00	6,250.00
		<p><b>4. Journal Notebook</b> Size : A5 (5.8" x 8.3") Color : Black No. of pages : 100 leaves Lined / Ruled Paper Cover Print : One – side full color logo print Print Type : Laser Print Surface Finish : Leather</p>	250.00	6,250.00
1	pc	<p><b>Luggage Bag</b></p> <p>Luggage / Travel Suit Case</p> <p>Small / Carry-on Hard Shell Luggage / Travel Suit Case Dimensions : H: 55 cm; D: 35 cm; W:25 cm Weight : Approx. 2.8kg</p>	P10,150.00	P10,150.00





		<p>Volume : 48.13 L</p> <p>Materials : Outer body and lining – Polycarbonate</p> <p>Features : Interior – Mesh zipper, Waterproof pocket, Exterior Expandable, with 4 wheels, and secure zip</p>		
27	pc	<p><b>Event Polo Shirt</b></p> <p><b>Material :</b> Classic pique knit texture  <b>Color :</b> Powder Pink  <b>Logo Execution :</b> Digital Embroidery or High Quality Silkscreen</p> <p><b>Engraved CMDF Logo &amp; Name</b></p> <p>The sizes may vary from the actual sample size by the winning supplier, give a sample shirt with embroidered for approval of CMDF.</p> <p>Delivery time: 10 calendar days and on or before November 5, 2024.</p>	P650.00	P17,550.00
<b>CONFORME:</b>				
Name and Signature of Authorized Representative of the Supplier				
PhilGEPS Registration Number				
Tax Identification Number				
Date				

Prepared by:



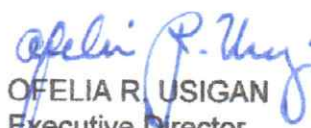
REA Q. MUNOZ  
Administrative Assistant III

Reviewed by:



ANTHONY VON RYAN O. PANELO  
Supervising TIDS  
PCED - CMDF

Approved by:



OFELIA R. USIGAN  
Executive Director  
CMDF

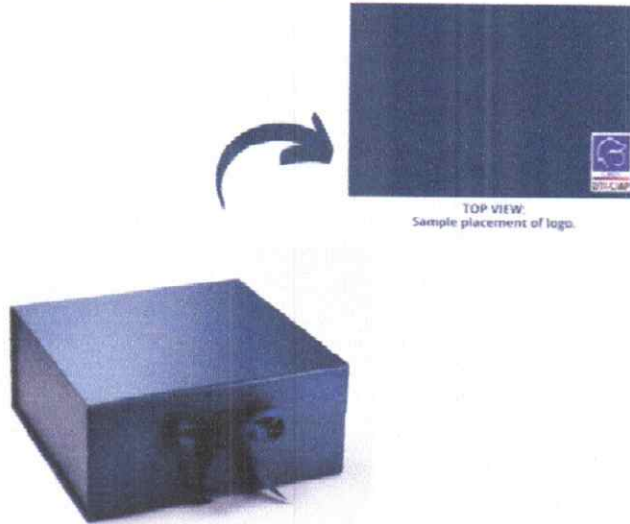


## Annex A

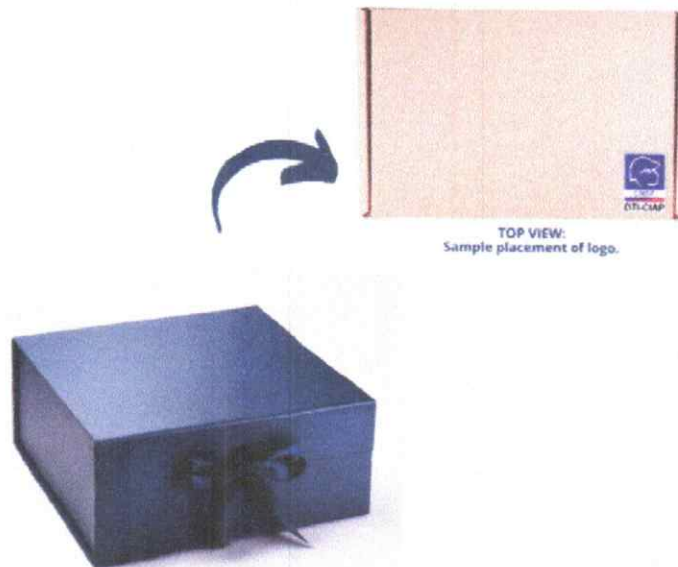
(Sample Only)

### A. Curated Gift Box

Curated Gift Box with CMDF Logo



Curated Gift Box with CMDF Logo



*Technical Specifications (Sample Only)  
Supply and Delivery of Corporate Tokens /  
Giveaways for VIP and Participating Students,  
Luggage Bag and Event Polo Shirt for the  
Skills Olympics 2024 Awarding Ceremony*  
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5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City, Philippines  
Website: [www.construction.gov.ph](http://www.construction.gov.ph)  
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**B. Wooden Tumbler with engraved CMDF Logo**



**C. Journal Notebook /2025 Planner with Black Ballpoint Pen (engraved CMDF Logo & Name)**



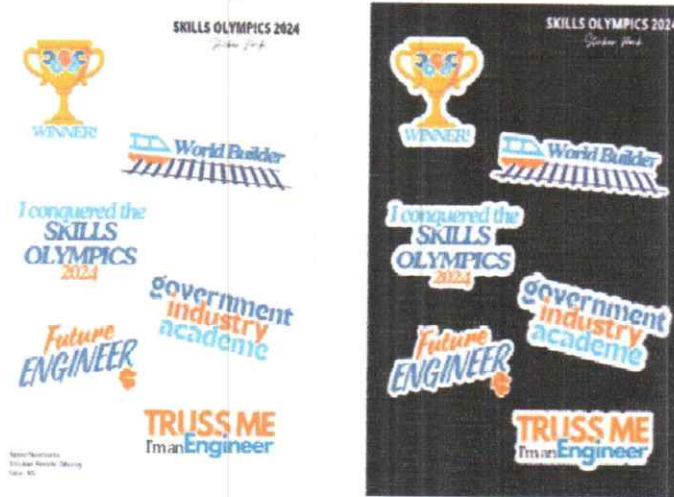
**D. Set of Spoon and fork with chopstick (engraved CMDF Name)**



*Technical Specifications (Sample Only)  
Supply and Delivery of Corporate Tokens /  
Giveaways for VIP and Participating Students,  
Luggage Bag and Event Polo Shirt for the  
Skills Olympics 2024 Awarding Ceremony*  
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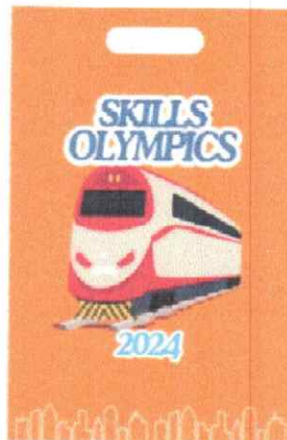
**2. Sticker Pad**



**3. Bag Tag**

Back 1

Back 2



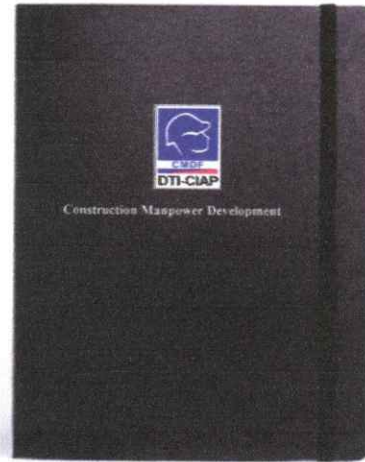
**4. Foldable Umbrella Printed with CMDF Logo and Name**



*Technical Specifications (Sample Only)  
Supply and Delivery of Corporate Tokens /  
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Luggage Bag and Event Polo Shirt for the  
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**5. Journal Notebook**



**6. Baggage / Containers**



**7. Corporate / Event Polo Shirt**



*Technical Specifications (Sample Only)  
Supply and Delivery of Corporate Tokens /  
Giveaways for VIP and Participating Students,  
Luggage Bag and Event Polo Shirt for the  
Skills Olympics 2024 Awarding Ceremony*  
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