



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**

**REQUEST FOR QUOTATION**

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the procurement for the Supply of Nine (9) pieces of Toga with Velvet Maroon and Clothman Black (Judicial Robes) and Nine (9) pieces of Beret Cap in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project : **Supply of Nine (9) pieces of Toga with Velvet Maroon and Clothman Black (Judicial Robes) and Nine (9) pieces of Beret Cap**

Quotation Validity : **at least thirty (30) calendar days**

Delivery Schedule : **Not later than May 16, 2024**

Terms of Payment : **15 to 30 calendar days upon submission of complete supporting documents**

Approved Budget : **Eighty-Two Thousand Eight Hundred Pesos (Php82,800.00)**

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, Omnibus Sworn Statement, and price quotation (Annex "A") not later than **April 15, 2024 at 5:00 p.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8395-9329 or email at [set.ppms.ps@gmail.com](mailto:set.ppms.ps@gmail.com).

Very truly yours,

  
**ATTY. ELEANOR S. FRANCISCO-ANUNCIACION**  
Chairperson, Bids and Awards Committee

**SENATE ELECTORAL TRIBUNAL**


**Annex A**

RFQ No.: 2024-04-083 NP-SVP

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	9	pc.	Toga with Velvet Maroon and Clothman Black (Judicial Robes)  Specifications: With Logo, gold, embroidered Placement of logo: left chest Size: Small to 2XL Submission of sample required			
2	9	pc.	Beret Cap  Specifications: 8 sided Color: Black Size: 21 in . to 24 in. Material: Clothman  Passing Rate: 85%  Please see attached sample picture layout.  Approved budget: Php82,800.00			

  
**DARLENE B. CARDENAS**  
 Procurement Officer  
 Landline: 8395-9329  
 Mobile Landline: 8-463-1113  
 Email: [set.ppms.ps@gmail.com](mailto:set.ppms.ps@gmail.com)  
[drbcardenas@gmail.com](mailto:drbcardenas@gmail.com)

\_\_\_\_\_  
 (Signature over Printed Name)

\_\_\_\_\_  
 (Position / Designation)

**RATING FACTOR**

**Toga with Velvet Maroon and Clothman Black (Judicial Robes)**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
I.	<b>Availability</b>	<b>100</b>	
II.	<b>Company Profile</b>		
	1. With valid government licenses and permits	20	
	2. With current experience in supplying judicial robes to government entities	60	
	3. In the industry for at least 5 years	20	
		<b>100</b>	
III.	<b>Sample Rating</b>		
	1. With quality fabric	20	
	2. With quality stitches	20	
	3. Correct color provided	20	
	4. Over-all appearance of sample	20	
	5. Client's Satisfactory Rating	20	
		<b>100</b>	
		<b>TOTAL</b>	

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
I.	<b>Availability</b>	___ x 0.1	
II.	<b>Company Profile</b>	___ x 0.2	
III.	<b>Sample Rating</b>	___ x 0.7	
	<b>FACTOR VALUE</b>		

Rated by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_





