



REPUBLIC OF THE PHILIPPINES  
PROCUREMENT SERVICE  
Department of Budget and Management



November 11, 2019

**REQUEST FOR QUOTATION**

**Supply and Delivery of File Tab Divider, A4 for the  
Procurement Service (PS)**

**AMP NO. 19-027-4 (SVP)**

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Proposal Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

<b>Lot</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>Approved Budget for the Contract</b>
<b>1</b>	18,500 Sets	<b>File Tab Divider, A4</b>	₱197,950.00

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **November 15, 2019; 09:00 AM.**

Proposals shall be submitted at the address indicated below:

Procurement Division 4  
2<sup>nd</sup> Floor, PS Complex  
Procurement Service-PhilGEPS  
Cristobal Street, Paco, Manila

**Only one (1) set of documents certified to be true copies of the original shall be required.** In case, however, a supplier intends to submit proposals for several Requests for Quotations which deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The Price Proposal Forms, however, should be submitted in separate envelopes. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

**Proposals and other documents required may be sent electronically to *pd4@ps-philgeps.gov.ph*. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.**

Late submission of quotations shall not be accepted and considered.

**(SGD.)**  
**ENGR. ESTRELLITA G. FULE**  
Chairperson, BAC 4

*N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:*

- 1. Mayor's Permit for the year 2019;*
- 2. PhilGEPS Registration Number;*
- 3. Income Tax Return 2018;*
- 4. Omnibus Sworn Statement (ANNEX "B"):*

*PhilGEPS Platinum Registration Certificate may be submitted in lieu of Items 1 and 2 documents.*

*Instructions for format and signing as stated above shall apply to non-directly invited suppliers.*

**SCHEDULE OF REQUIREMENTS**

<b>Lot</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>Agency's Delivery Schedule</b>
<b>1</b>	18,500 Sets	<b>File Tab Divider, A4</b>	Within Seven (7) Calendar Days upon receipt of Purchase Order

**Delivery Site:**

**Procurement Service – DBM  
PS Warehouse, PS Compound,  
RR. Road, Crisotbal St.,  
Paco, Manila**

**I hereby certify that the statement of compliance to the foregoing schedule of requirements are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

<b>Name of Company</b>	<b>Signature Over Printed Name of Authorized Representative</b>	<b>Date</b>
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**TECHNICAL SPECIFICATIONS**

<b>LOT 1</b>	:	<b>File Tab Divider, A4</b>
<b>QUANTITY</b>	:	<b>18,500 Sets</b>
<b>APPROVED BUDGET PER UNIT</b>	:	<b>Php 10.70</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>Php 197,950.00</b>

<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<b>PRODUCT SPECIFICATIONS:</b>	<b>Brand:</b>
<b>File Tab Divider, A4</b>	
For 210mm x 297mm (A4 size) documents	
Material: Bristol Board	
Size (min.):	
• Leaf:	
Length: 297mm	
Width: 210mm	
• Tab:	
Length: 65mm	
Width: 12mm	
<b>Basis Weight:</b> 153 gsm (-5%)	
<b>Thickness:</b> 0.22mm (min.)	
<b>Colors:</b> Five (5) colors per set	
<b>Evidence and Verification:</b> Five (5) sets shall be submitted to the BAC during Opening of Bids for verification of the Product Specifications.	
<b>Marking and Labeling:</b> Shall conform with the Consumer Act of the Phil. (RA 7394)	

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

<b>Name of Company</b>	<b>Signature Over Printed Name of Authorized Representative</b>	<b>Date</b>
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## Price Proposal Form

Date: \_\_\_\_\_  
AMP No. 19-027-4 (SVP)

The Chairman, Bids and Awards Committee 4  
Procurement Service  
PS Complex, Cristobal Street  
Paco, Manila

Sir:

Having examined the Request for Quotation No. 19-027-4 (SVP), which includes the technical specifications and delivery schedule, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Delivery of File Tab Divider, A4 for the Procurement Service** in conformity with the said Request for Quotation for the sums stated hereunder:

LOT	QUANTITY	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
<b>1</b>	18,500 Sets	<b>File Tab Divider, A4</b>	P	P
Total Price Proposal				

**TOTAL PRICE IN WORDS:**

**Lot 1:** \_\_\_\_\_

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specifications and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this [date]

*(signature)*

[name of authorized rep]

[capacity]

Duly authorized to sign Proposal for and on behalf of:

[name of company]

[address]

[official contact number]

**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s exhibited to me his/her [insert type of government identification card used\*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

Note:

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

*The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.*