



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF CALL- OFF ORDER AND DELIVERY RECEIPT FORMS FOR THE PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

AMP-072-23 (SVP)

Sir/Madam:

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

Accomplish and submit all forms attached (Annexes A and B).

LOT NO.	QUANTITY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	100 BOXES	Call-Off Order Forms	P 132,290.00
2	300 BOXES	Delivery Receipt Forms	P 270,000.00

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **08 August 2023; 10:00 AM** at the address indicated below:

Mr. Reygienald Nacario
Secretariat, Internal BAC
2nd Floor, PS-DBM Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila
ebid-ibac@ps-philgeps.gov.ph

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 Request for Quotations (RFQ) in which the 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 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 either be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* or **electronically** to *ebid-ibac@ps-philgeps.gov.ph*, on or before the deadline of submission as stated in this RFQ. Bidders must only select one mode of submission.

Unsealed or unmarked envelopes, or corrupted files in case of electronic submission, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.


SIGNATURE REDACTED

ENGR. JAIME M. NAVARRETE, JR.
Chairperson, iBAC

The document below shall be submitted during submission of offers:

No	Requirements	Instruction
1	Annex "A" Bid / Price Proposal Form	<p>Must indicate the unit and total price.</p> <p>Must indicate the required information.</p> <p>Must be duly signed by the authorized representative.</p>

Items Number 2, 3, and 4 shall be submitted upon issuance of notice to submit documents during the evaluation of offers.

No	Requirements	Instruction
2	Mayor's Permit for the year 2023	Must be valid for the year 2023
3	PhilGEPS Registration Number	Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)
4	Omnibus Sworn Statement (Annex "B") and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	<p>Ensure that there are eleven (11) declarations.</p> <p>Indicate required information.</p> <p>Attach competent evidence of identification (valid government-issued ID. <u>The use of Cedula shall be invalid.</u>)</p> <p>Must be duly notarized and signed.</p>

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2 and 3.

Bid / Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
 Procurement Service
 PS Complex, Cristobal Street
 Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-072-23** the receipt of which is hereby duly acknowledged, the undersigned offers the **SUPPLY AND DELIVERY OF CALL- OFF ORDER AND DELIVERY RECEIPT FORMS FOR THE PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)** in conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	100 BOXES	Call-Off Order Forms		
Total Price in Words: _____ _____				
2	300 BOXES	Delivery Receipt Forms		
Total Price in Words: _____ _____				

TECHNICAL SPECIFICATIONS	
Item	: Call-Off Order Forms
LOT NO.	: 1
QUANTITY	: 100 Boxes
APPROVED BUDGET FOR THE CONTRACT	: P 132,290.00
Item Description	Bidder's Statement of Compliance
<p>Material: White Bond or equivalent</p> <p>Size: 11"x 9 1/2" (+2.0mm)</p> <p>5 Ply (Carbonless)</p> <p>Color per ply: Carbonless</p> <p>White: (COPY FOR: SUPPLIER) Red: (COPY FOR: CONTRACT MANAGEMENT DIVISION) Blue: (COPY FOR: COMPTROLLER DIVISION) Green: (COPY FOR: INSPECTION DIVISION) Maroon: (COPY FOR: WAREHOUSE DIVISION)</p> <p>Packaging: 250 sets/box</p> <p>with side perforations</p> <p>Shall have sprocket feed holes in both then left-hand and right-hand margins</p> <p>Refer to the attached sample for reference and other details</p>	

Note: Please indicate statement of compliance of the Technical Requirements by clearly indicating "COMPLY"

TECHNICAL SPECIFICATIONS	
Item	: Delivery Receipt Forms
LOT NO.	: 2
QUANTITY	: 300 Boxes
APPROVED BUDGET FOR THE CONTRACT	: P 270,000.00
Item Description	Bidder's Statement of Compliance
<p>Size: 11"x 9 1/2" (+2.0mm)</p> <p>4 Ply (Carbonless)</p> <p>Color per ply: Carbonless</p> <p>1 Ply White: COPY FOR AGENCY (ORIGINAL) 2 Ply Maroon: COPY FOR WAREHOUSE AND DELIVERY DIVISION 3 Ply Blue: COPY FOR COMPTROLLER DIVISION 4 Ply Red: COPY FOR MARKETING AND SALES DIVISION</p> <p>Packaging: 250 sets for box</p> <p>with side perforations</p> <p>Shall have sprocket feed holes in both then left-hand and right-hand margins</p> <p>Refer to the attached sample for reference and other details</p>	

*Note: Please indicate statement of compliance of the Technical Requirements by clearly indicating **"COMPLY"***

SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS
Within forty-five (45) calendar days from receipt of Notice to Proceed
Project Site: Procurement Service – Department of Budget and Management RR Road, Cristobal St., Paco, Manila

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Quotation, 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 Quotation you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contact No.

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted**

person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:

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;

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code;

11. *[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.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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 known to me, and known to be the same person/s in the exhibited [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 Attorney's No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"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.



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PROCUREMENT SERVICE - PhilGEPS

PS-DBM Complex
Cristobal St., Paco
Metro Manila
Tel. Nos 563-93-61
689-7750 loc. 4020

CALL-OFF ORDER

No. _____

To: _____

Date: _____

Reference: **FRAMEWORK**

AGREEMENT No. _____

Date of FA: _____

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
TOTAL AMOUNT					₱

PLACE OF DELIVERY:

DELIVERY INSTRUCTIONS:

FUNDS AVAILABILITY CERTIFIED BY:

AUTHORIZED BY:

ACCOUNTANT

DATE

DIRECTOR

DATE

COPY FOR: SUPPLIER



CALL-OFF ORDER

No. _____

To: _____

Date: _____

Reference: **FRAMEWORK**

AGREEMENT No. _____

Date of FA: _____

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
TOTAL AMOUNT					₱

PLACE OF DELIVERY:

DELIVERY INSTRUCTIONS:

FUNDS AVAILABILITY CERTIFIED BY:

AUTHORIZED BY:

ACCOUNTANT

DATE

DIRECTOR

DATE

COPY FOR: COMPTROLLER DIVISION



CALL-OFF ORDER

No. _____

To: _____

Date: _____

Reference: **FRAMEWORK**
AGREEMENT No. _____

Date of FA: _____

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
TOTAL AMOUNT					₱

PLACE OF DELIVERY:	DELIVERY INSTRUCTIONS:
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FUNDS AVAILABILITY CERTIFIED BY: _____ ACCOUNTANT	AUTHORIZED BY: _____ DIRECTOR
_____ DATE	_____ DATE

COPY FOR: CONTRACT MANAGEMENT DIVISION



CALL-OFF ORDER

No. _____

To: _____

Date: _____

Reference: FRAMEWORK

AGREEMENT No. _____

Date of FA: _____

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
TOTAL AMOUNT					₱

PLACE OF DELIVERY:

DELIVERY INSTRUCTIONS:

FUNDS AVAILABILITY CERTIFIED BY:

AUTHORIZED BY:

ACCOUNTANT

DATE

DIRECTOR

DATE

COPY FOR: INSPECTION DIVISION



CALL-OFF ORDER

No. _____

To: _____

Date: _____
 Reference: **FRAMEWORK**
AGREEMENT No. _____
 Date of FA: _____

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
TOTAL AMOUNT					₱ _____

PLACE OF DELIVERY:

DELIVERY INSTRUCTIONS:

FUNDS AVAILABILITY CERTIFIED BY:

AUTHORIZED BY:

 ACCOUNTANT

 DATE

 DIRECTOR

 DATE



DELIVERY RECEIPT

DR No. _____
 DATE: _____

Reference APR No. _____

To: AGENCY >
 ADDRESS >

Date Received _____

ITEM NO.	ITEM and DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT PRICE	AMOUNT
FOR DELIVERY SCHEDULE - PLEASE VISIT: www.ps-phillgeps.gov.ph				Total Amount ---	P

COPY FOR: COMPTROLLER DIVISION

CERTIFIED CORRECT:

 ASSISTANT DIVISION CHIEF
 Warehousing and Logistics Division
 Checked / Delivered by: _____
 Date

 WALD Checker

 Date

 Driver

 Date

APPROVED FOR DELIVERY:

 DIVISION CHIEF
 Warehousing and Logistics Division
 Date

Received from the PROCUREMENT SERVICE the above item/s in good order and condition:

 Agency Representative
 Signature Over Printed Name

 Date

Signature Over Printed Name



DELIVERY RECEIPT

DR No. _____
 DATE: _____

To: AGENCY & >
 ADDRESS >

Reference APR No. _____

Date Received _____

ITEM NO.	ITEM and DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT PRICE	AMOUNT
<p>FOR DELIVERY SCHEDULE - PLEASE VISIT: www.ps-philgeps.gov.ph</p>					<p>Total Amount --- P</p>

COPY FOR: WAREHOUSE SECTION

CERTIFIED CORRECT:

APPROVED FOR DELIVERY:

 ASSISTANT DIVISION CHIEF
 Warehousing and Logistics Division
 Checked / Delivered by: _____

 WALD Checker _____

 Driver _____

 DIVISION CHIEF
 Warehousing and Logistics Division
Received from the PROCUREMENT SERVICE the above item/s in good order and condition:

 Agency Representative
 Signature Over Printed Name _____

 Date



DELIVERY RECEIPT

DR No. _____
 DATE: _____

Reference APR No. _____

To: AGENCY & >
 ADDRESS >

Date Received _____

ITEM NO.	ITEM and DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT PRICE	AMOUNT
FOR DELIVERY SCHEDULE - PLEASE VISIT: www.ps-philgeps.gov.ph				Total Amount ---	P

COPY FOR: LOGISTICS SECTION

CERTIFIED CORRECT:

APPROVED FOR DELIVERY.

 ASSISTANT DIVISION CHIEF
 Warehousing and Logistics Division
 Checked / Delivered by:

 W&L Checker

 Driver

 Date

 Date

 Date

 DIVISION CHIEF
 Warehousing and Logistics Division

Received from the PROCUREMENT SERVICE the above item/s in good order and condition:

 Agency Representative
 Signature Over Printed Name

 Date



DELIVERY RECEIPT

DR No. _____
 DATE: _____

To: AGENCY & >
 ADDRESS >

Reference APR No. _____

Date Received _____

ITEM NO.	ITEM and DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT PRICE	AMOUNT
FOR DELIVERY SCHEDULE - PLEASE VISIT: www.ps-philgeps.gov.ph				Total Amount ---	P

COPY FOR: COMPTROLLER DIVISION

CERTIFIED CORRECT:

APPROVED FOR DELIVERY:

 ASSISTANT DIVISION CHIEF
 Warehousing and Logistics Division
 Checked / Delivered by: _____
 Date _____

 WALD Checker

 Date _____

 Driver

 Date _____

 DIVISION CHIEF
 Warehousing and Logistics Division

 Date _____

Received from the PROCUREMENT SERVICE the above item/s in good order and condition:

 Agency Representative
 Signature Over Printed Name

 Date _____



DELIVERY RECEIPT

DR No. _____
DATE: _____

Reference APR No. _____

To: AGENCY & >
ADDRESS >

Date Received _____

ITEM NO.	ITEM and DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT PRICE	AMOUNT
FOR DELIVERY SCHEDULE - PLEASE VISIT: www.ps-philgeps.gov.ph				Total Amount ---	P

COPY FOR: MARKETING AND SALES DIVISION

CERTIFIED CORRECT:

APPROVED FOR DELIVERY:

ASSISTANT DIVISION CHIEF
Warehousing and Logistics Division
Date

Checked / Delivered by: _____
Date

WALD Checker
Date

Driver
Date

DIVISION CHIEF
Warehousing and Logistics Division
Date

**Received from the PROCUREMENT SERVICE the above
item/s in good order and condition:**

Agency Representative
Signature Over Printed Name
Date