



REQUEST FOR PROPOSAL

SUPPLY AND DELIVERY OF FILE TAB DIVIDER, A4 FOR THE PROCUREMENT SERVICE

Alternative Mode of Procurement – Small Value Procurement AMP-24-036-2 (SVP)

Date: 08 November 2024

The Procurement Service-Department of Budget and Management (PS-DBM) through its Bids and Awards Committee II (BAC-II) invites interested bidders to submit proposals, with an Approved Budget for the Contract (ABC) in the amount of Five Hundred Twenty Thousand Nine Hundred Ninety-Two Pesos (P520,992.00) for the procurement of the Items stated below:

Item No.	Quantity	Item/Description	Approved Budget for the Contract*	
			Unit Price	Total Amount
1	19,296 sets	File Tab Divider, A4	P27.00	P520,992.00

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

Please quote your best proposal for the Item/s described above using the Bid/Price Proposal Form (see Annex "A"), subject to terms and conditions stated in this Request for Proposal (RFP). **Annexes "A" and "B" must be submitted on/or before the deadline of submission of proposals.**

A Pre-proposal Conference will be held on **12 November 2024; at 9:00 A.M** at PS Complex, Cristobal St., Paco, Manila and/or through video conferencing or webcasting via meet.google.com/voc-vutk-fua, which shall be open to prospective bidders.

Proposals must be duly signed by you or your duly authorized representative, accompanied by required forms, which shall be submitted not later than **14 November 2024; 9:00 A.M** at the address indicated below:

Mr. Rommel D. Rivera
Chairperson, BAC II
2nd Floor, PS DBM Complex
Cristobal St, Paco, Manila
bacsec@ps-phil.gov.ph

Opening of the proposals shall be immediately after the deadline of submission.

Only one (1) set of original documents shall be required. 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. Other documents required **shall be submitted manually** to BAC-I at Procurement Service, 2nd Floor Lobby on or before the deadline of submission as stated in this RFP.

Unsealed or unmarked bid envelopes SHALL BE REJECTED. However, bid envelopes that are not properly sealed and marked, as required, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

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

The BAC-II 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 proposal shall not be accepted and considered.**

SIGNATURE REDACTED
ROMMEL D. RIVERA
Chairperson, BAC II

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The following documents shall be submitted on/before the deadline of submission of proposals:

No	Requirements	Instruction
1	Annex "A": <ul style="list-style-type: none"> • Bid / Price Proposal Form; • Conformity with Technical Specification; and • Conformity with Schedule of Requirements 	Must indicate the unit and total price. Must indicate the required information. Must be duly signed by the authorized representative.
2	Annex "B": Original Omnibus Sworn Statement (OSS) , 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.	Ensure that there are eleven (11) declarations. Indicate required information. Attach competent evidence of identification (valid government-issued ID. The use of Cedula is not acceptable). Must be duly notarized and signed.

In addition, the following documents must be submitted within three (3) calendar days upon receipt of the Notice to Submit Additional Documentary Requirements. The same may be submitted, at the option of the bidder, during the opening of proposals.

No	Requirements	Instruction
1.	Mayor's Permit for the year 2024	Must submit Mayor's permit for the year 2024.
2.	PhilGEPS Registration Number	Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)
3.	Latest Income Tax Returns (BIR Form 1701 or 1702)	Submit the ITR for the year 2023
4.	Product sample and other evidence of the bidder's statement of compliance with technical specifications and delivery schedule, as required under the Technical Specifications.	Samples must be submitted at PS Main Office through the Technical Working Group. One (1) pack with marking and labeling requirement. Must be compliant with the Technical Specifications

5	Documentary Evidence: Material: Bristol Board <ul style="list-style-type: none"> • Certification from the Manufacturer 	Submit Certification from the Manufacturer that the item is made of Bristol Board
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Notes:

1. *The inspections and tests that will be conducted shall be in accordance with Technical Specifications. A visual comparison will be made with the approved sample for purposes of consistency in the physical appearance and color.*
2. *The Inspection Division shall coordinate with the awardee for the additional quantity/ies as replacement for every batch of delivery subject to acceptance test.*
3. *If applicable, a confirmatory test will be conducted on the first (1st) tranche of delivery. However, the PS-DBM is not precluded from conducting testing/production compliance with the technical specifications during the existence of the contract.*
4. *If applicable, the supplier may request a pre-delivery inspection within one (1) day from receipt of the Purchase Order. In that case, the delivery must be made within the original delivery period or five (5) CDs from the release of the test result, whichever is later. For deliveries nationwide, a continuous random post-acceptance inspection may be conducted as applicable.*
5. *The supplier shall replace defective items, or refund payments made by PS-DBM for previously delivered items that were later found to be rampantly defective.*
6. *The bid shall be valid for sixty (60) calendar days from the deadline of submission of proposal.*

7. *Warranty Retention:*

Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.

In accordance with Section 62.1 of the 2016 revised IRR of RA No. 9184, the obligations of the warranty shall be covered by either retention money in an amount equivalent to one percent (1%) of each payment, or special bank guarantee equivalent to one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period.

Bid / Price Proposal Form

Date: _____

**Bids and Awards Committee II
Procurement Service
PS Complex, Cristobal Street
Paco, Manila**

Ma'am/Sir:

Having examined the Request for Proposal AMP No. 24-036-2, the receipt of which is hereby duly acknowledged, the undersigned offers to **Supply and Deliver File Tab Divider, A4 for the Procurement Service** in conformity with the said Request for Proposal for the sums stated hereunder:

ITEM NO.	QTY.	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	19,296 sets	FILE TAB DIVIDER, A4		

Note: For purposes of bid evaluation, bidders are advised to use two (2) electrical pliers in sealing up their bid prices.

Total Price in Words:

Item No. 1: _____

We undertake, if our Proposal 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 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.

Date: _____

Company Name: _____

Name of Authorized Representative and Signature: _____

Address: _____

Official Contact No.: _____



ITEM NO. 1	:	FILE TAB DIVIDER, A4
QUANTITY	:	19,296 sets

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE*														
<p>FILE TAB DIVIDER, A4</p> <p>See attached detailed Technical Specifications:</p> <p>PS STANDARD NO. PP 035:2023 UNSPSC Code No. 44122018-FT-D01</p> <p>Shall conform to the Additional Packaging Requirements</p>	<p>(State "Comply")</p>														
<p>Delivery Schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Tranche</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Delivery Schedule</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">First Tranche</td> <td style="text-align: center;">5,000 sets</td> <td>Within fifteen (15) calendar days upon receipt of Purchase Order;</td> </tr> <tr> <td style="text-align: center;">Second Tranche</td> <td style="text-align: center;">5,000 sets</td> <td>Within fifteen (15) calendar days thereafter;</td> </tr> <tr> <td style="text-align: center;">Third Tranche</td> <td style="text-align: center;">5,000 sets</td> <td>Within fifteen (15) calendar days thereafter</td> </tr> <tr> <td style="text-align: center;">Fourth Tranche</td> <td style="text-align: center;">4,296 sets</td> <td>Within fifteen (15) calendar days thereafter</td> </tr> </tbody> </table>		Tranche	Quantity	Delivery Schedule	First Tranche	5,000 sets	Within fifteen (15) calendar days upon receipt of Purchase Order;	Second Tranche	5,000 sets	Within fifteen (15) calendar days thereafter;	Third Tranche	5,000 sets	Within fifteen (15) calendar days thereafter	Fourth Tranche	4,296 sets
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Third Tranche	5,000 sets	Within fifteen (15) calendar days thereafter													
Fourth Tranche	4,296 sets	Within fifteen (15) calendar days thereafter													

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

Company Name	Name and Signature of Authorized Representative	Date

**[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-audited sales literature, unconditional statements of specification and compliance issued by the manufacturer, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and statutes].*



Technical Requirements for
FILE TAB DIVIDER, A4

PRODUCT SPECIFICATIONS

- For A4 size documents
- Material: Bristol Board
- Size :
 - Leaf:
 - Length (min.): 297mm
 - Width (min.): 210mm
 - Tab:
 - Length (min.): 65mm
 - Width (min.): 12mm
 - In sequential order
- Basis Weight (-5%): 153 gsm
- Thickness (min.): 0.22mm
- Five (5) colors per set: Blue, White, Yellow, Green, Red, etc

EVIDENCE and VERIFICATION

- Documentary Evidence to be submitted during Post-qualification:
 - Material: Bristol Board
 - Certification from the manufacturer
- In-House Test:
 - For A4 size documents
 - Determine the dimensions by using a steel ruler:
 - Leaf:
 - Length (min.): 297mm
 - Width (min.): 210mm
 - Tab:
 - Length (min.): 65mm
 - Width (min.): 12mm
 - In sequential order
 - Determine the weight by using the digital weighing scale:
 - Basis Weight (-5%): 153 gsm
 - Grammage = Weight in grams / (Length in meters x width in meters)

1. Technical Requirements for File Tab Divider, A4

Handwritten notes in blue ink:
a 1/2 a 1/2 1/2 1/2 1/2

- o Determine the thickness by using a digital micrometer / digital vernier caliper.
 - Thickness (min.): 0.27mm
 - o Five (5) colors per set: Blue, White, Yellow, Green, Red, etc.
- One (1) pack with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

PACKAGING

- Five (5) colors per set, each set is individually wrapped.
- Ten (10) sets per pack or Standard packaging of the manufacturer.
- Twenty-five (25) packs per box or Standard packaging of the manufacturer.
- Additional Requirement on Packaging, refer to the attached Annex "A".

MARKING/LABELING

- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.

REFERENCES

- None

2 Technical Requirements for File Tab Divider. A4

Handwritten notes in blue ink: a circled 'a', a tilde '~', a checkmark '✓', a triangle '▲', and several initials including 'CE', 'JE', 'MR', 'R', and 'CP'.

ANNEX A - Additional Requirements on Packaging

1. On each pack, box, item (whichever is applicable), the following shall be legibly imprinted:
 - The name and logo of the Procurement Service
 - A statement which states that the Item is "For Government Use Only"
 - Procured by Procurement Service-DBM

The label must be printed on a non-removable or permanent sticker that is durable and when removed, will leave a residue.

2. If applicable:

On each corrugated carton, or outer box, or outer packaging, the following shall be legibly imprinted:

 - The name and logo of the Procurement Service
 - A statement which states that the item is "For Government Use Only"
 - Procured by Procurement Service-DBM

The label must be printed on a non-removable or permanent sticker that is durable and when removed, will leave a residue. The sticker must be placed on the dominant side of the box, and must be large enough to be seen and recognized from a short distance.

Note: Complete details of the sticker will be given to the responsive bidder upon receipt of Notice of Single/Lowest Calculated and Responsive Proposal (S/LCRP).

Note: Recommended sticker design and dimensions.

3 x 5 cm



7 x 2 cm



1.4 x 2 inches



10.5 x 2 cm



2 x 6 inches



PREPARED BY:
PROCUREMENT SERVICE
DEPARTMENT OF BUDGET AND MANAGEMENT

FOR GOVERNMENT USE ONLY

PROVIDING SMART PROCUREMENT SOLUTIONS



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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. 1.2. 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, OPW 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.

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