**REQUEST FOR QUOTATION**

**PROCUREMENT FOR THE SUPPLY AND DELIVERY OF MOBILE PHONES FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**

**APC-014-25 (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 (Annex A).**

| LOT NO. | QTY | UOM | ITEM DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT |
|---|---|---|---|---|
| 1 | 14 | units | Mobile Phones | ₱135,156.00 |

**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 **10 September 2025; 10:00 AM** at the address indicated below:

| |
|---|
| ***ABIGAIL ANN O. ALICDAN-ESPERE***<br>*Head, Administrative Procurement Committee*<br>*2nd Floor, PS-DBM Complex* |
| *Procurement Service-PhilGEPS* |
| *Cristobal Street, Paco, Manila*<br>*gsdsecretariat@ps-philgeps.gov.ph* |

**Only one (1) set of documents certified to be true copies of the original 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.

Quotations and other documents required **may either be submitted manually** at 2nd Floor Lobby Procurement Service Building General Services Division **OR electronically** to *gsdsecretariat@ps-philgeps.gov.ph*, on or before the deadline of submission as stated in this RFQ. **In case of electronic submission, the proposal shall be in a password-protected compressed archive folder. The passwords for accessing the file will be disclosed by the bidders only during the actual bid opening.**

**Unsealed or unmarked bid envelopes, or in case of electronic bid submission, proposals not in compressed archive folders and are not password-protected, <u>SHALL BE REJECTED</u>.** However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, 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 labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The APC 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.

**(SGD).**
**ABIGAIL ANN O. ALICDAN-ESPERE**
*Head, APC*

*To expedite the evaluation, we encourage participating bidders to submit the following documents on or before the deadline for submission:*

| ***No*** | ***Requirements*** | ***Instruction*** |
|---|---|---|
| *1* | *Annex "A" Bid / Price Proposal Form* | *Must indicate the unit and total price.*<br><br>*Must indicate the required information.*<br><br>*Must be duly signed by the authorized representative.* |
| *2* | *Mayor's Permit for the year 2025* | *Must be valid for the year 2025* |
| *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.* | *Ensure that there are eleven (11) declarations.*<br><br>*Indicate required information.*<br><br>*Attach competent evidence of identification (valid government-issued ID. The use of Cedula is not acceptable).*<br><br>*Must be duly notarized and signed.* |
| *5* | *Brochure* | *Must indicate the required information.* |

*PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2 and 3. If **Item Nos. 2, 3, 4 and 5** are not submitted during the deadline for submission, such documents shall be submitted during evaluation of offers upon receipt of notice from the APC Secretariat requiring such submission.*

**TERMS AND CONDITIONS:**

1. Quotations exceeding the ABC or submitted beyond the deadline shall be rejected.

2. Price quotation/s — to be denominated in Philippine peso — shall include all taxes, duties, and/or applicable discounts, if any.

3. The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions. If a different form is used other than this RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions. In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e. price quotation in different format), both documents shall be considered unless there is any discrepancy. In this case, **provisions in this RFQ shall prevail.**

4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

5. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the PS-DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning bidder in accordance with GPPB Circular No. 06-2005.

6. The PS-DBM may cancel or terminate the contract at any time under any of the grounds provided under RA No. 9184 and its 2016 revised IRR.

7. The **RFQ, Letter Order (contract), and other related documents** to the above-stated procurement project **shall be deemed to form part of the contract.**

8. The **Notice of Award, Letter Order, and Notice to Proceed** are **deemed received as of the date of their transmittal** to the winning bidder's official email address, as provided in the Omnibus Sworn Statement. Hence, the relevant periods under RA No. 9184 and its IRR, and the RFQ shall commence from receipt thereof.

9. Liquidated damages equivalent to **one-tenth of one percent (0.1%)** of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PS-DBM may terminate the contract once the cumulative amount of liquidated damages reaches **ten percent (10%)** of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. Payment shall be processed after delivery and only upon the submission of the required supporting documents, *i.e.* Delivery Receipt and Sales Invoice or Official Receipt, by the supplier, contractor, or consultant. As PS-DBM strictly utilizes **bank-to-bank mode of payment**, the supplier, contractor, or consultant is advised to furnish PS-DBM a duly notarized certification from their depositary bank indicating its **Account Name** and **Account Number**.

**ANNEX "A"**

**Price Quotation Form**

Date: _____

Head, Administrative Procurement Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. APC-014-25 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF MOBILE PHONES FOR PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)** in conformity with the said Request for Quotation for the sums stated hereunder:

Please quote your **best offer** for the item/s below. Indicate "**0**" if the item being offered is for free. Indicate "**No Bid**" if there is no intention to join the Lot.

| Lot No. | QTY | UOM | ITEM DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| **1** | **14** | **units** | **Mobile Phones** | | |
| **Total Price in Words:** _____ | | | | | |

| **TECHNICAL SPECIFICATION** |
|---|
| **Mobile Phone**<br>- Year Launched: 2023 onwards<br>- Network: GSA/HSPA/LTE<br>- SIM Size: Manufacturer's Standard<br>- SIM Card: Dual SIM<br>- Display: LCD/AMOLED<br>- Size: 6 inches (min.)<br>- Battery: 5000 mAh (min.)<br>- Internal: RAM: 8GB; Storage: 256GB<br>- CPU: Octa-core<br>- Bluetooth: Yes<br>- WLAN: Wi-Fi |

- Inclusive of 2 SIM Card
- Warranty: 1 Year Parts and Labor
- With Operation Manual
- With Brochure

| **SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS** |
| --- |
| Within thirty (30) calendar days from the receipt of Notice to Proceed (NTP) |

**Delivery Site:**
Procurement Service - Department of Budget and Management
RR Road Cristobal St. Paco, Manila

**Contact Person:**
**Joel S. Acle**
Procurement Service - Department of Budget and Management
RR Road Cristobal St. Paco, Manila
jacle@ps-philgeps.gov.ph

**By affixing my signature below, I am confirming our compliance with the Technical Specifications/Terms of Reference and the Terms and Conditions stated above. I further certify that such compliance is true and correct; otherwise, if found to be false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

**Further, 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 Number

**ANNEX "B"**

**Omnibus Sworn Statement (Revised)**

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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, **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.*