



**REPUBLIC OF THE PHILIPPINES
PROCUREMENT SERVICE
Department of Budget and Management**



Date: November 10, 2020

REQUEST FOR QUOTATION

**PROCUREMENT OF SUPPLY AND DELIVERY OF STEEL LOCKER CABINET
FOR PROCUREMENT SERVICE REGIONAL DEPOTS
Alternative Mode of Procurement – Small Value Procurement
AMP No. IBAC2-2020-11-05**

The Procurement Service through its Internal Bids and Awards Committee 2 (iBAC2) invite reputable suppliers to submit their quotation for **SUPPLY AND DELIVERY OF STEEL LOCKER CABINET FOR PROCUREMENT SERVICE REGIONAL DEPOTS** with an Approved Budget for the Contract (ABC) of **Eighty Thousand Three Hundred and 00/100 Pesos (Php80,300.00)** which the entity will procure through Small Value Procurement in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Lot No.	Quantity	Item/Description	Approved Budget for the Contract
1	11 units	Supply and Delivery of Steel Locker Cabinets for Procurement Service Regional Depots	₱80,300.00

In view of this, may we request you to submit quotation with the following requirements, terms and conditions for your compliance:

Technical Specifications: Please see attached Technical Specifications
Delivery Period: 15 working days

For submission:

1. Eligibility Requirements

1. *Mayor's Permit for the year 2020;*
2. *PhilGEPS Registration Number;*
3. *Income Tax Return;*
4. *Omnibus Sworn Statement (ANNEX "B").*
5. *Duly conformed Technical Specification*

2. Financial Requirements

Completely filled out Financial Quotation Form - proposal must not exceed the ceiling price and must be inclusive of VAT. (ANNEX "A")

Submit your proposal (Annex A, Terms of Reference with all required documentary attachments, Schedule of Requirements) duly signed by you or your duly authorized representative, not later than **November 13, 2020 at 10:00 AM:**

Proposals shall be submitted at the address indicated below:

Bid Box Corner of Internal Bids and Awards Committee 2
2nd 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 Request 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 **darbitrario@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.

SIGNATURE REDACTED

MR. ULYSSES H. DELA CRUZ
Chairperson,
Internal Bids and Awards Committee 2

SCHEDULE OF REQUIREMENTS

Lot No.	Quantity	Item/Description	Agency's Delivery Schedule
1	11 units	Supply and Delivery of Steel Locker Cabinets for Procurement Service Regional Depots	Within Fifteen (15) Working Days from receipt of Purchase Order

Delivery Site:

**Procurement Service- DBM
PS Warehouse, PS Complex,**
R.R. Road, Cristobal St.,
Paco, Manila

Contact Person:

Mr. Dave Y. Valderrama
Depot Operations Division
Phone No. 8-290-6300 or 8-290-6400
Email Address: dyvalderrama@ps-philgeps.gov.ph

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.

**Name of
Company /
Bidder**

**Signature Over
Printed Name of
Authorized
Representative**

Date

TECHNICAL SPECIFICATIONS

LOT 1 : **Steel Locker Cabinet**
QUANTITY : **11 Units**
APPROVED BUDGET FOR THE CONTRACT : **Php 80,300.00**

Item No.	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
1	<p>Steel Locker Cabinet</p> <p>Product specifications:</p> <ul style="list-style-type: none"> • <u>Nine (9) Opening: Size/Inside Clear</u> • 21 1/2" H x 12" W : (With Shoe Rack) • Painted with high grade enamel plain gray finish • <u>72" H x 36" W x 18" D</u> 	BRAND/MODEL:

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.

Name of Company / Bidder

Signature Over Printed Name of Authorized Representative

Date

Price Proposal Form

Date: _____

The Chairman, Internal Bids and Awards Committee 2
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Sir:

Having examined the Request for Quotation No. _____, which includes the technical specifications and delivery schedule, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Deliver Steel Locker Cabinets for Procurement Service Regional Depots** in conformity with the said Request for Quotation for the sums stated hereunder:

Quantity	Item/Description	UNIT PRICE	TOTAL PRICE
11 Units	Supply and Delivery of Steel Locker Cabinets for Procurement Service Regional Depots	P	P

TOTAL CONTRACT 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]

ANNEX "B"

Omnibus Sworn Statement

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.