



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Supply and Delivery of Frames for the 7th Government Quality Management Committee (QMC) Recognition Ceremony", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Supply and Delivery of Frames for the 7th Government Quality Management Committee (QMC) Recognition Ceremony"
- Approved Budget for the Contract** : "One Hundred Forty Three Thousand Seven Hundred Eight Pesos"
(Php 143,708.00)
- Specifications** : See the attached Annex "B" for specifications
- Location** : Department of Budget and Management, General Solano Street, San Miguel, Manila
- Delivery Term** : On or before October 18, 2019 Friday

Interested suppliers are required to submit their valid and current Mayor's Permit, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC's above P 50,000, price quotation (use Annex "A"), Signed Technical Specification with Statement of Compliance (Annex "B"), and Signed Schedule of Requirements (Annex "C") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.


Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **SEP 30 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact Ms. Joyce D. Labao at tel. no. 657-3300 local 3117, fax no. 735-4979 and email jlabao@dbm.gov.ph.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service



PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

| Description | Specification | Quantity | Unit Price | Total Price |
|---|--|------------|------------|-------------|
| Supply and Delivery of Frames for the 7 th Government Quality Management Committee (GQMC) Recognition Ceremony | <u>SPECIFICATIONS:</u> ➤ 130 frames for the recognition certificates to be supplied and/or delivered on said period with the following descriptions: – Would fit A4 size certificate – Double clear glass – Preferably (in order) <ul style="list-style-type: none"> • Gold aluminum frame • Silver aluminum frame • Silver polystyrene frame ➤ Note: Certificates shall be provided by end-user. | 130 frames | | |
| Total (inclusive of VAT) | | | | |

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Name of Company

 Contact No.



TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

| Item | Technical Specifications | STATEMENT OF COMPLIANCE |
|-------|--|-------------------------------|
| 1 Lot | Supply and Delivery of Frames for the 7 th Government Quality Management Committee (GQMC) Recognition Ceremony | |
| I. | <u>SPECIFICATIONS:</u> ➤ 130 frames for the recognition certificates to be supplied and/or delivered on said period with the following descriptions: <ul style="list-style-type: none"> – Would fit A4 size certificate – Double clear glass – Preferably (in order) <ul style="list-style-type: none"> • Gold aluminum frame • Silver aluminum frame • Silver polystyrene frame ➤ Note: Certificates shall be provided by end-user. | |
| II. | <u>WARRANTY:</u> ➤ Replacement of defective frames upon delivery for Three (3) calendar days | |
| III. | <u>PAYMENT DETAILS:</u> ➤ One-time payment | |

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date



SCHEDULE OF REQUIREMENTS

| Item | SCHEDULE OF REQUIREMENTS | Quantity | Contract Duration |
|------|--|----------|---|
| | The Bidder/Supplier shall provide the following needed for the project: | | |
| I. | Supply and Delivery of Frames for the 7th Government Quality Management Committee (GQMC) Recognition Ceremony (130 Frames) | 1 Lot | Delivery Term: On or before October 18, 2019 (Friday) |
| II. | Warranty | | Replacement of defective frames upon delivery for Three (3) calendar days |
| III. | Payment Details | | One-time payment |

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date



**CHECKLIST OF ELIGIBILITY AND TECHNICAL
DOCUMENTS FOR SUBMISSION**

Class "A" Documents

(1) **Legal Documents**

- PhilGEPS Registration Number
 - Mayor's/ Business Permit
Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
 - Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) **Technical Documents**

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.



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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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: I am 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.

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 is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ 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 ____