

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 Regional Office V, Rawis, Legazpi City

**REQUEST FOR QUOTATION FOR EARLY PROCUREMENT ACTIVITIES FOR FY 2021**

Date: December 16, 2020

**PR No. 2021-004 (EP)**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel., No.: \_\_\_\_\_  
 E-Mail Add.: \_\_\_\_\_  
 TIN Number.: VAT /Non-VAT

**Please quote your best offer for the item/s listed below. Please do not leave any blank items. Indicate "0" if item being offered is for free:**

Item No.	Total ABC (In Php)	Unit	Specifications	Quantity	Unit Price	Total Price
1	210,000.00	Units	Early procurement for the supply, delivery and installation of three (3) units fast document scanner with feeder.  <b>Minimum Specifications:</b>  <b>Throughput Speeds for landscape, A4 size, black&amp;white, Grayscale, Color</b> - at least ADF Up to 50 ppm/100 ipm at 200 dpi and 300 dpi <b>Optical Resolution</b> - at least 600 dpi <b>Output Resolution</b> - at least 300 dpi <b>Max./Min. Document Size</b> - A4, Short, Legal, Oficio <b>Feeder:</b> Upto at least 80 sheets of 20lb. paper, handles A4, Short, Legal, Oficio and small documents such as A8, ID cards, embossed hard cards and insurance cards <b>Connectivity:</b> USB Connectivity (Compatible with USB 2.0 AND 3.0)  * Must have at least One (1) year warranty on parts and labor from date of installation ** Should have an existing service center in the Province of Albay who will be able to render the necessary service within 24 hours from receipt of notice  <p style="text-align: center;"><b>*** Nothing Follows***</b></p>	3		
	<b>210,000.00</b>					

**Note: Award is by Lot.**

**INSTRUCTIONS TO BIDDERS:**

1. Prices must be **tax inclusive**
2. Pursuant to GPPB Resolution No. 14-2019 and GPPB Circular No. 06-2019 on the Guidelines on the implementation of **Early Procurement Activities (EPA)**, the award of contract for this project **may be made only upon approval and effectivity of the Fiscal Year (FY) 2021 General Appropriations Act (GAA)** and that your price quotations (fixed price) may be extended beyond one hundred twenty (120) calendar days, if the funding source has yet to be approved and made effective.
3. Please quote your **best offer** for the item/s described above, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 23 December, 2020 at 3:00 pm**. A copy of your **2020 Business/Mayor's Permit** is also required to be submitted along with your quotation/proposal.
4. Your price quotations shall be considered as **fixed prices**, and therefore not subject to price escalation during contract implementation and the earliest subscription service date is the second week of January 2021.
5. You are further informed that you must submit the following documents **prior to award**:
  1. 2021 Business/Mayor's Permit or recently expired 2020 Business/Mayor's Permit with the Official Receipt as proof that you have applied for renewal;
  2. Latest Income/Business Tax Return; and
  3. Notarized Omnibus Sworn Statement (OSS)
  3. PhilGEPS registration Number

For any clarification, you may contact us at **09217565110/09564272476** or email us through **dbm\_ro5@dbm.gov.ph**.

Very truly yours,

  
**FEBRUARIE M. MANUEL**  
 Spvg. BMS/OIC-CAO

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be **valid for a period of one hundred twenty (120) calendar days from the date of submission.**
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erations or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in this document.
8. The DBM ROV shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM ROV shall adopt and employ "draw lots" as the tie-breaking method to finally determine the singel winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be made after delivey and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty four (24) hours, but not later than forty-eight(48) hours**, upon receipt of our advice. Please not that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant.**
11. 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 DBM ROV shall rescind 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.

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Supplier/ Contractor/  
Consultant Representative

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Date

PhilGEPS Registration No.: \_\_\_\_\_

## Omnibus Sworn Statement

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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] [insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative];

*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], accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;

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 Community Tax Certificate 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]

MCLE No. \_\_

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_