



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
NATIONAL CAPITAL REGION

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR PRICE QUOTATION NO. 2024-10-0004

The Department of Budget and Management-National Capital Region (DBM-NCR), through its Bids and Awards Committee (BAC), will undertake Section 53.9 Small Value Procurement for the supply and delivery of **"Hewlett Packard (HP) 76A Toner CF276A"**, in accordance with Annex "H" of the Republic Act No. 9184 and its Implementing Rules and Regulations.

Name of Project: Supply and Delivery of Ten (10) Cart of HP 76A Toner CF276A

Approved Budget for the Contract: Fifty-Eight Thousand Pesos Only (58,000.00)

Specifications: See the attached Annex "B" for specifications.

Location: Department of Budget and Management-National Capital Region
2nd Floor Arcache Building General Solano corner Nepomuceno Streets
San Miguel, Manila

Delivery Term: Fourteen (14) calendar days from the receipt of Purchase Order (P.O.)

Interested suppliers are required to submit their valid and current Mayor's Permit or Business Permit, PhilGEPS Registration Number, Income/Business Tax Return, Notarized Omnibus Sworn Statement (Annex "C"), and price quotation form (Annex "A") during submission of offer/quotation.

Award shall be made to the lowest/single 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 supplier or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of October 25, 2024 at 2nd Floor Arcache Building General Solano corner Nepomuceno Streets San Miguel, Manila. Open submission may be submitted, manually or through email at **fambiong@dbm.gov.ph**. For inquiry, you may contact us at telephone number 7003-8837 and/or email **fambiong@dbm.gov.ph**.

Very truly yours,


JOSEPH CICERO M. SY
Chairperson, DBM-NCR BAC

PRICE QUOTATION FORM

Date: _____

THE CHAIRPERSON

Bids and Award Committee

Department of Budget and Management-National Capital Region (DBM-NCR)

2nd Floor Arcache Building General Solano corner Nepomuceno Streets

San Miguel, Manila

Dear Sir:

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

Qty	Unit	Specification	Unit Price	Total Price
10	Cart	HP 76A Toner CF276A <i>Standard Capacity Toner Cartridges</i>		
VAT				
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 Number

TECHNICAL SPECIFICATIONS

The bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

Office Supplies and Consumables				
Item	Unit	Item Description	Quantity	Bidder's Statement of Compliance
1	Cart	HP 76A Toner CF276A <i>Standard Capacity Toner Cartridges</i>	10	
Original Cartridge, not remanufactured				
SKU: CF276A				
Product Type: Standard Capacity Toner Cartridges				
Product Color: Black				
Technology: Laser				
Page Yield (Black and White): 3,000 pages				
Supply Type: Cartridges				
Color(s) of Printing Supplies: Black				
Printer Compatibility: LaserJet Pro M404dn				
Warranty: 1-3 years				
Delivery should be within fourteen (14) calendar days from the receipt of the Purchase Order (P.O.).				
Total Cost in Words:				
Total Cost in Figures:				

<u>PAYMENT DETAILS</u>	
<u>Payment Terms:</u>	Payment shall be made using Land Banks' LDDAP-ADA/Bank Transfer service following the submission of an accurate invoice or billing statement and the completion of any additional PO (contract)-mandated requirements in addition to the Property Officer's assessment of conformity, examination, and acceptance of the items.
Bank Name:	
Account Number:	
Account Name:	
Branch/Address:	

*** Nothing Follows ***

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]