



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
City of Muntinlupa

REQUEST FOR QUOTATION # 17-07-26

Date _____

Name of Company: _____
Address: _____

Business Permit No.: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Bidders may quote for any or all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) 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.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of approved purchase order.
- i.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor 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.
- k.) Bidders shall submit the required documents together with their bid price in a sealed envelope.
- l.) **Submission thru e-mail and fax quotation will not be entertained/accepted. Sealed quotation thru mail or submit it personally.**

REQUIREMENTS TO BE SUBMITTED

- m.) **Valid & Current Mayor's/Business Permit**
 - m.1. Valid & Current Mayors Permit
 - m.2. Valid & Current Business Permit
- n.) **Valid & Current PhilGEPS Registration Number**
- o.) **Valid, Current and Complete Annual Income Tax Return filled thru EFPS**
- p.) **Duly Notarized Omnibus Sworn Statement**
- q.) **Bidders who are registered in the BuCor Suppliers Registry need not to submit the aforementioned requirements**

NOTE:

BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE

Signature over Printed Name
Authorized Representative or Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **September 6, 2017** at the BAC Office, Bureau of Corrections at **2:00 P.M.** Late submission of bids shall be rejected.

WILLIAM M. TERRADO
Head BAC Secretariat

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

REQUEST FOR QUOTATION # 17-07-26

Project: Supply and Delivery of Office Partition / Workstation

ABC: P 400,000.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)	BID PRICE
			YES	NO		
4	Units	OFFICE PARTITION – 3, 4 seater workstation 6 cm pvc black cover, full fabric 3 tone, with smoke glass Size: front H120xW140cm Side: H120xW140cm Colors and sizes can be customized			400,000.00	

 SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR
 TELEPHONE NO: _____
 CELLPHONE NO: _____
 EMAIL: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S

AFFIDAVIT

I/We, _____, of legal age, with residence at _____, have been duly sworn to in accordance with law and in Data Sheet for the bidding of the _____ do hereby certify under oath as follows:

(a) AUTHORITY OF THE DESIGNATED REPRESENTATIVE (Please check appropriate box and fill up blanks)

Sole Proprietorship
That I am the sole proprietorship/authorized representative of company name/name of bidder with business address at _____; Telephone No. _____, and such, I have the full power and authority to execute and perform any and all acts necessary to represent it in the bidding.
Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach a Special Power of Attorney, if not the Sole Proprietorship/Owner.

Corporation, Partnership, Cooperative

That I/We am/are the duly authorized representative/s of company name located at _____, with Telephone No. _____ Fax No. _____ and e-mail address, _____ as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company in the abovementioned bidding, including signing all bid documents and other related documents such as the contracts.

- 1) Name: _____
Title: _____
Specimen Signature: _____

- 2) Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach duly executed Secretary's Certificate

(b)

**NON-INCLUSION IN THE BLACKLIST BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY NOR UNDER
SUSPENSION STATUS WITH NEW BILIBID PRISON**

That the firm I/We represent is not currently blacklisted or barred from bidding by any government office/agency/corporation or Local Government Unit nor under suspension with New Bilibid Prison (NBP)

(c)

AUTHENTICITY OF SUBMITTED DOCUMENTS

That all the certified true copies of documents submitted by our company are true and faithful reproductions or copies of the originals and all the contents/information contained therein are true, correct and unaltered.

(d)

AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

**THE BIDS & AWARDS COMMITTEE
BUREAU OF CORRECTIONS**

Supply and Delivery of Office Partition / Workstation

Approved Budget for the Contract: **P400,000.00**

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby submits this Letter of Authorization in relation with Application to apply for Eligibility and to Bid for the subject contract to Bid.

In connection therewith, all public official, engineer, architect, surety company, bank institution or other person, company or corporation named in the eligibility documents and statements are hereby requested and authorized to furnish the Chairman, BuCor Bids & Awards Committee or her duly authorized representative/s any information necessary to verify the correctness and authenticity of any item stated in the said documents and statements regarding our competence and general reputation.

I/We hereby give consent and give authority to the Chairman of **BuCor Bids and Awards Committee** or her duly authorized representative, to verify the authenticity and correctness, of any or all of the documents and statements submitted herein; and that I/we hereby hold myself liable, criminally or civilly, for any misrepresentation or false statements made there in which shall be ground for outright disqualification and/or ineligibility, and inclusion of my/our company among the contractors blacklisted from participating in future biddings of **Bureau of Corrections**.

(e)

DISCLOSURE OF RELATIONS

That for and in behalf of the Bidder, I/We hereby declare that:

- if the bidder is an individual or a sole proprietorship, to the bidder's itself
- if the bidder is a partnership, to all its officers and members;
- if the bidder is a corporation, to all its officers, directors, and controlling stockholders,
- if the bidder is a JV, to all its partners and members

are not related by consanguinity or affinity up to the third civil degree with the members of the **BIDS AND AWARD COMMITTEE, Officers or Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the **members of the BAC, the members of the TWG the BuCor BAC Secretariat and the end-user/proponent**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.

(f)
COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS
 That our company diligently abides and complies with existing labor laws and standards.

(g)
BIDDER'S RESPONSIBILITIES

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That I/we will inquire or secure Supplemental/Bid Bulletins issued for this project;
5. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
6. That I have complied with our responsibility as provided for in the bidding documents and all Supplemental/ Bid Bulletins;
7. That failure to observe any of the above responsibilities shall be at my own risk and
8. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

(h)
Bidders did not give or pay of any form of consideration

1. That I/We 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 _____, _____
 at _____,
 Philippines.

Bidder's Representative /Authorized Signatory _____

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____
 Philippines. Affiant exhibited to me his/her Competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice _____ issued _____ at _____
 Philippines.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____