



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



REQUEST FOR QUOTATION

Date: _____
RFQ No.: 19-08-015

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
PhilGEPS Registration No.: (required) _____

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 (0.1%) 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**
- n.) **Valid & Current PhilGEPS Registration Number**
- o.) **Valid, Current and Complete Income Tax Return filed thru EFPS**
- p.) **Duly Notarized Omnibus Sworn Statement and must be supported by an Authority to Signatory**

NOTE:

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

Signature over Printed Name
Sole Proprietor or Authorized Representative

Submit your sealed quotation duly signed by you or your duly representative not later than **August 27, 2019** at the BAC Office, Bureau of Corrections at **1:00 P.M.** Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o WILLIAM M. TERRADO at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 809-8587/478-0907 from 8:00 am to 5:00pm, Monday to Friday


CTCSUPT. MA. LOURDES M. RAZON, MD
Chairperson, Bids and Awards Committee

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 # 19-08-015

Procurement Project	Approved Budget for the Contract (ABC)
Supply and Delivery of Grass Cutter	One Hundred Fifty-Nine Thousand Nine Hundred Ninety-One Pesos Only (Php 159,991.00)

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)	Offered Quotation (per unit)	Offered Quotation (total)
			YES	NO			
13	Unit	GRASS CUTTER Four (4) Stroke Heavy Duty <u>Note:</u> Specify Brand Name _____			159,991.00		

 SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR
 POSITION/DESIGNATION: _____
 OFFICE TELEPHONE NO: _____
 MOBILE PHONE NO./FAX NO.: _____
 EMAIL ADDRESS/ES: _____

COMPANY LETTERHEAD

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 the **Supply and Delivery of Grass Cutter**, 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 **Supply and Delivery of Grass Cutter**, 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;