



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

**NOTICE FOR NEGOTIATED PROCUREMENT**  
**REQUEST FOR QUOTATION (GOODS) # APP G-015**

PROJECT TITLE: **Supply & Delivery of Various Electrical Materials for  
MSC & RDC (Negotiated Procurement Two-Failed Bidding)**

APPROVED BUDGET OF THE CONTRACT: **Php 697,279.00**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN No.: \_\_\_\_\_

**Terms and Conditions**

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- c.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- d.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- e.) 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.
- f.) 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.
- g.) The item/s shall be delivered within **thirty (30) calendar days** from receipt of approved purchase order/Notice to Proceed.
- h.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- i.) 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.
- j.) Bidders shall submit other **LEGAL, TECHNICAL AND FINANCIAL** documents as maybe required by the BAC once declared the **LOWEST CALCULATED QUOTATION (LCQ)**.
- k.) Late submission of RFQ shall not be accepted.

**BIDDERS STATEMENT OF COMPLIANCE TO TERMS & CONDITIONS:**

\_\_\_\_\_  
*Signature over Printed Name of Authorized Representative*

**DOCUMENTS REQUIRED TO BE SUBMITTED:****Class "A" Documents****a.) Legal Documents**

- a.1) Certified True Copy of valid & current DTI/SEC Registration
- a.2) Certified True Copy of valid & current Mayor's Permit/Business Permit
- a.3) Certified True Copy of Valid & Current Tax Clearance;

**b.) Technical Documents**

- b.1) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**ANNEX "A"**);
- b.2) Statement identifying the bidder's single largest completed contract similar to contract to be bid (**ANNEX "B"**)

- **Any of the following documents must be attached to ANNEX "B"**

- ❖ Certified True Copy of End-Users Acceptance or
- ❖ Certified True Copy of Official Receipt

**c.) Financial Documents**

- c.1.) Certified true copy of Audited Financial statements for 2014, which must include the following and stamped received by the Bureau of Internal Revenue
  - a.) Independent Auditor's Report
  - b.) Balance Sheet (Statement of Financial Position): and
  - c.) Income Statement (Statement of comprehensive Income)
  - d.) Notes to Financial Statement
  - e.) Cash Flow
- c.2) The prospective bidder's computation for its Net Financial Contracting Capacity (**ANNEX "C"**)
- c.3) Latest Annual Tax Return must be attached to the NFCC computation that was filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar of fiscal year income per Revenue Regulations 3-2005.

**Class "B" Documents**

- If applicable, the JVA in case of the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. (**ANNEX "D"**)
  - i.) In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid (Sec. 37.1.4 (a)(i))
  - ii) Each partner of a joint venture agreement shall likewise submit the above stated legal documents. Submission of Technical Documents and Financial Documents by any of the joint venture partners constitutes compliance.
- Certified True Copy of valid and current PhilGeps Registration
- Duly Notarized Omnibus Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form attached hereto as **ANNEX "E"**
  - ❖ Duly notarized Special Power of Attorney – For sole proprietorship if owner opts to designate a representative/s
  - ❖ Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.

**BIDDERS STATEMENT OF COMPLIANCE ON THE REQUIRED DOCUMENTS :**


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*Signature over Printed Name of Authorized Representative*

**GENERAL INSTRUCTIONS:**

- a.) Each Bidder shall submit the following in *one (1)* big envelope duly labeled containing two sets of envelopes:

**First envelope** must contain four (4) copies of Legal, Technical, Financial and duly conformed Technical Bid Form/Specification Documents (ANNEX "F") duly marked as "1<sup>st</sup> Copy", "2<sup>nd</sup> Copy", "3<sup>rd</sup> Copy" and "4<sup>th</sup> Copy"

**Second envelope** must contain four (4) copies of Financial Bid Documents (ANNEX "G") duly marked as "1<sup>st</sup> Copy", "2<sup>nd</sup> Copy", "3<sup>rd</sup> Copy" and "4<sup>th</sup> Copy"

- b.) Pre-Submission shall be on Oct. 2, 2015 at 9:00 AM at the BAC/Secretariat Office  
c.) Submission and Opening of Sealed RFQ shall be on Oct. 7, 2015 at 11:00 AM same venue  
d.) Late Submission of RFQ shall not be accepted

**BIDDERS STATEMENT OF COMPLIANCE ON THE GENERAL INSTRUCTIONS:**

\_\_\_\_\_  
*Signature over Printed Name of Authorized Representative*

  
**LARRY A. HARI**  
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OIC, Logistics Division