



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



REQUEST FOR QUOTATION #2021-032

Date: _____

Name of Company: _____

Address: _____

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 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 **Five (5) calendar days** from receipt of approved purchase order/contract agreement.
- 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 indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be allowed/accepted**.

REQUIREMENTS TO BE SUBMITTED

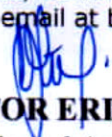
- m.) Valid and Current PhilGeps Registration Number
- n.) Valid and Current Mayor's/Business Permit
- o.) Valid and Current Complete Income Tax Return filed thru EFPS
- p.) Duly Notarized Omnibus Sworn Statement
- q.) Duly Notarized Authority to Signatory (if applicable).

NOTE:

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

Signature over Printed Name of
Sole Proprietor /Authorized Representative

Submit your quotation duly signed by you or your duly authorized representative not later than **April 16, 2021** at the BAC Office, Bureau of Corrections at **9:00am**. 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 or email at bacsecbucor@yahoo.com, Monday to Friday


CCSUPT VICTOR ERICK L PASCUA
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 RFQ 2021-032

Project: Rental of Photocopier Machines

ABC: ₱136,000.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget of the Contract (ABC)
			YES	NO			
2	units	Rental of Photocopier Machines					136,000.00
		Specification:					
		Copier Function:					
		Engine Speed: 31PPM (8 1/2 X 11)					
		Paper Size:					
		Min. 5 1/2 x 8 1/2, Max 11" x 17					
		Paper Capacity: Standard 1,100 sheets (80g/m ²) (500-sheets tray x 2 and 100-sheets multi bypass tray)					
		maximum 2,100 sheets					
		(1,100 sheets & optional 500-sheets tray x2)					
		Memory: Standard 2GB					
		Duplexing:					
		Standard automatic duplex copying and printing					
		Continues Copy: Max. 999 copies					
		First Copy Time: Platen Glass 4.4 Sec.					
		: Doc. Feeder 7.1. Sec.					
		Warm-up Time: 20 Seconds					

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget of the Contract (ABC)
			YES	NO			
		Continuation:					
		Network Scanning:					
		Scan Speed : 50 originals/min					
		Scan Modes: Standard: Color, Monochrome, Greyscale					
		Max Original Size: 11 x 17					
		Image Formats: Monochrome: TIFF,PDF					
		ENCRYPTED PDF, XPS,PDF/A					
		Color: Grayscale, Color TIFF,JPEG,PDF, ENCRYPTED PDF,XPS,PDF/A					
		Internet Fax: TIFF-FX,TIFF-C, TIFF-F, TIFF-S					
		Optical Resolution: 600 dpi					
		Output Modes: 600 dpi, 400 dpi, 300 dpi					
		200 dpi, 150 dpi, 100 dpi					

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____

QTY	UNIT	DESCRIPTION	Compliance to	Unit	Offered
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			the Technical specifications (Please check)		Price	Quotation	Approved Budget of the Contract (ABC)
			YES	NO			
		Continuation:					
		Printer Function:					
		Resolution: 1,200 x 600 dpi					
		Interface: rj-45 Ethernet 10/100/1000 Base-T, USB2.0					
		Supported OS: Win Server 2003-20087, Windows XP					
		Windows Vista, Win 7, Mac OS					
		PDL: Standard PCL6 compatible, Optional Postscript 3					
		Network Protocols: TCP/IP (IPv4,IPv6,IPSEC) SSL (HTTP,IPP,FTP)					
		Direct Printing: File Types: TIFF,JPEG, PCL,PRN,TXT, PDF, ENCRYPTED PDF					
		Scheme Details:					
		2 Units for 8 Months					
		Monthly Minimum Billing: ₱17,000					
		Inclusive of 80,000 Copies/Print Per Month in excess @ P 0.48 per Copy/Print					
		Free 10,000 Scan per Month in excess @ P 0.35 per Scan/Page					
		Spoilage 1%					
		Contract Term: 8 Months					

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____

Omnibus Sworn Statement

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

A F F I D A V I T

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:***

a) *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 **Rental of Photocopier Machines** of the **Bureau of Corrections**, as shown in the attached duly notarized *Special Power of Attorney*;

b) *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 **Rental of Photocopier Machines** of the **Bureau of Corrections**, 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;

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, 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Rental of Photocopier Machines**.
 - e) *[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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2021 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 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]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____