



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
SABLAYAN PRISON AND PENAL FARM
Occidental Mindoro



REQUEST FOR QUOTATION

“SUPPLY & DELIVERY OF BULB FOR SPPF OFFICES AND PDL DORMITORIES”

Date: _____
RFQ No: SPPF2021-PR.237

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 shall **quote per lot**.
- c.) Price quotation/lot must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
- d.) Price quotation/lot, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotation exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation/lot (for goods and infrastructure) or, the highest rated offer/lot (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.) All items shall be delivered within **seven (7) calendar days** from the receipt of approved Notice to proceed (NTP).
- i.) The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm its 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-SPPF 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 of your quotation will not be entertained/accepted. Send your sealed quotation thru mail or submit it personally at the address hereunder provided.**

REQUIREMENTS TO BE SUBMITTED

1. Certified True copy of Valid & Current Mayor's/Business Permit
 - a. Valid & Current Mayors Permit
 - b. Valid & Current Business Permit
2. Certified True copy of Valid & Current PhilGEPS Registration Number
3. Bidders who are registered in BuCor-SPPF Suppliers Registry **with updated record** 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 of
Authorized Representative / Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **November 8, 2021** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **08:30 A.M.** Late submission of bids shall be rejected.


CCI ANGELITO D. CAPITAN
BAC Vice-Chairperson

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 #SPPF2021-PR. 237

Procurement Project	Approved Budget for the Contract (ABC)
“SUPPLY & DELIVERY OF BULB FOR SPPF OFFICES AND PDL DORMITORIES”	Eighty One Thousand Pesos (Php. 81,000.00)

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotati on Per Unit	Offered Quotation Per <u>Unit X Quantity</u>	TOTAL Offered Quotation/L ot
			YES	NO				
405	Pcs	BULB – 18W			Php. 81,000.00			
		X-X-X-X-X-X-X						

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, _____, of legal age, _____ (Civil Status), Filipino,
and residing at _____, 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
_____ with office address at
_____;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated
representative of _____ with office address at
_____;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of
_____, 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 **“Supply and delivery of Petroleum, Oil and Lubricants for SPPF
Government Vehicles, Machineries & Equipment for the Month of July and August 2021- 1
Lot”** 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 Petroleum, Oil and Lubricants for
SPPF Government Vehicles, Machineries & Equipment for the Month of July and August
2021- 1 Lot”** 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. _____ 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. _____ 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
_____ 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 _____ 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. _____ complies with existing labor laws and standards; and
8. _____ 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

Inquire or secure Supplemental/Bid Bulletin(s) issued the **“Supply and Delivery of Petroleum, Oil and Lubricants for SPPF Government Vehicles, Machineries & Equipment for the Month of July and August 2021- 1 Lot”**

9. _____ 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 _____ 2021 at _____, 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 _____ 2021.

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 _____