



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



REQUEST FOR QUOTATION #2023-123

**Supply and Delivery of Various Office Equipment and Furniture for BuCor Offices
(Neg. Proc.-Small Value Procurement)**

Php 620,242.00

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 **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 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

Note:

Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resoution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for yhe Renewal Application.

- o.) Valid and Latest Income Tax Return
- p.) Duly Notarized Omnibus Sworn Statement
- q.) Duly Notarized Authority of 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 sealed quotation duly signed by you or your duly authorized representative not later than November 29, 2023 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 MARIA ADORACION I. VIÑAS at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8809-8587/8659-0833 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday.


MARIA ADORACION I. VIÑAS
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 RFQ 2023-123

**Project: Supply and Delivery of Various Office Equipment and Furniture for BuCor
Offices
(Negotiated Procurement - Small Value Procurement)**

ABC: ₱ 620,242.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget for Contract	Offered Quotation
			YES	NO				
1	unit	High-Speed Document Scanner (for BAC Secretariat Office) Specifications: Speed: Up to 85ppm/170ipm 100-page ADF Ultra-fast, reliable and robust document scanner Duplex: 30-bit Color High-Speed Scanning Experience With 100-sheet Automatic Document Feeder and high Daily duty cycle of up to 4,000 pages			49,000.00		49,000.00	
2	units	Scanner (for NBP-CASO) Specifications: Image Sensor: Contact Image Sensor x 1 Optical Resolution: 600 dpi Scanner Type: Single-fed (straight U-turn path), CDF (Continuous Document Feeding, Simplex Scanning Color Mode: Color, Grayscale, Monochrome, Automatic Color (Color/Grayscale/ Monochrome detection) Document Size: Maximum: -216x360mm (8.5 x 14.17 in.) -279.4x431.8mm (11x17 in) with carrier sheet Minimum: 25.4 x 25.4mm (1x1 in.)			20,000.00		40,000.00	
2	units	Laptop (for ODG) Specifications: OS: Windows 11 Home Processor: Intel®Core i7 8GB DDR4 RAM Ports: USB 2.0 Typ-A, USB 3.2 Gen 1 Type-C, USB 3.2 Gen 1, Type-A, HDMI 1.4 With audio, built-in microphone; network communication: wi-fi 6 with Bluetooth Battery: up to 42Whrs			50,000.00		100,000.00	

	unit	Deskjet All-in-One Printer (for CCSU-MaxSeCamp) Specifications: Print, Scan, Copy with Continuous Ink System			10,282.00		10,282.00	
3	units	Printer (for WLD-DDGR) Specifications: Connectivity: USB 2.0, Wi-fi, and Wi-fi Direct with ADF Resolution: 5760x1440dpi Print Speed: up to 33ppm, for black and 15ppm for color High Yield: 4,500 for black and 7,500 for color Smart Panel Ink Used: T003 (black, cyan, magenta and yellow) Piezoelectric printhead Mac OS compatible Gross Weight: 6.95kg, weight: 5.0kg			14,995.00		44,985.00	
2	sets	Desktop Computer Set (for ODDGO Validation Team) Specifications: Operating System: Windows 11 home Processor Type: Core™ i7-13700 8GB DDR4 Memory 1TB HDD, 256GB, M.2 2280 Intel UHD 770 Graphics 13 th Gen. MS Office 23.8" Screen Monitor			55,000.00		110,000.00	
16	pcs	Visitor's Chairs (for PIO) Specifications: Mid back office chair WDH: 660mm x 660mm x 905mm Height Adjustable up to 940mm Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support Seat: Density Mold Foam Cushion Fabric Seat With Tilting Mechanism Base: Steel Chrome Sled Base Color: Black Weight Capacity: 120kg			3,350.00		53,600.00	
3	pcs	Executive Chair (for WLD-DDGR) Specifications: Mesh back and seat, headrest, adjustable armrest, lumbar support Nylon Black			5,990.00		17,970.00	
4	pcs	Junior Executive Chair Black (for NBP-CASO) Specifications: With armrest Metal Chrome Star-base Leatherette-Mesh Top-seat			4,000.00		16,000.00	
1	pc	Conference Table (for PIO) Specifications: 8-seater Boar-shaped conference tables in four sizes: 240cm, 300cm, 360cm, 420cm Center grommet for cable management Adjustable floor levelers Melamine Lamination for heat and scratch resistance			21,850.00		21,850.00	

		D-nut metal to metal connection for durability and easy re-installation Materials: 25mm MFC Engineered board, powdered coated metal Colors: Hazel + White Dimensions: (L xW xH) BS3600: 360 x 120 x75cm					
8	pcs	Office Table with Drawer (for PIO) Specifications Material: Cold-rolled steel Product Size: H750xW1200xD600mm Thickness: Steel Cabinet 0.6mm Thickness: Table top 250mm Volume: 0.22CBM Surface: Electrostatic Powder Coating			2,795.00		22,360.00
3	pcs	Office Table with filing cabinet (for WLD-DDGR) Specifications: Material: MDF Top + Metal Base Color: Gray Product Size: H750xW1200xD600mm Wide; spacious tabletop With three (3) wide-side filing cabinet and one (1) drawer for storage			9,500.00		28,500.00
2	Pcs	Steel Rack (for PIO) Specifications: With 5 layers heavy-duty drawers 45x120x180cm 5-layer storage racks High Quality; Heavy-duty durable Hard Metal 5 thick MDF board layer			2,599.00		5,198.00
2	Pcs	Storage Cabinet with 5 layers (for PIO) Specifications: Steel Cabinet with Glass Door High quality cold-rolled steel plate H1800 x W900 x D400mm			11,295.00		22,590.00
5	pcs	Filing Cabinet with 4 drawers (for WLD-DDGR) Specifications: Size: W475xD620xH1320 (customized) Packing volume: 0.096cbm Thickness: 0.5mm-0.9mm Structure: Knock Down Raw Material: Cold-Rolled Steel Surface: Electrostatic Powder Coating MOQ: 30 Business Type: B2B			9,495.00		47,475.00
2	pcs	White Board (for WLD-DDGR) Specifications: Magnetic White Board, 36 x 24 Inches Magnetic Dry Erase Board Hanging Whiteboard Silver aluminum frame			816.00		1,632.00
4	Units	Wall Fan (for NBP-CASO) Specifications: 18" (457mm) fan blade; Motor: 90W 3-speed, fan speed, 1,425rpm			2,000.00		8,000.00
4	Units	Stand Fan (for NBP-CASO) Specifications:			2,000.00		8,000.00

		Blade Material, Size: M3/min. Max Air Delivery: Free stop Mechanism 3 speed piano switch; free neck vertical Angle Adjustment; 1270rpm					
5	pcs	External Speaker (for NBP-CASO) Specifications: Bluetooth 5.0 technology 68 watts' peak power output with 5" woofer 100% enclosure subwoofer delivers rich sound Stand-mounted satellite speakers ideal for listening			1,000.00		5,000.00
3	Pcs	USB Flash Drive (for NBP-CASO) Specifications: 128GB Compatible with USB 2.0; 0.26"x1.67"x0.52"			700.00		2,100.00
2	Pcs	External Hard Drive (for NBP-CASO) Specifications: 1TB 114.8mm/4.52inx80.0mm/3.15in x 14.8mm/0.583in			2,850.00		5,700.00
		xxx Nothing Follows xxx					
		TOTAL:					620,242.00

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____

COMPANY LETTERHEAD

**Supply and Delivery of Various Office Equipment and Furniture for BuCor Offices
(Nego. Proc.-Small Value Procurement)**

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 **Supply and Delivery of Various Office Equipment and Furniture for BuCor Offices**, 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;)]*;

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 Various Office Equipment and Furniture for BuCor Offices**, 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 by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting ;

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 **Supply and Delivery of Various Office Equipment and Furniture for BuCor Offices;**

9. [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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2022 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 _____