



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 2nd
DISTRICT ENGINEERING OFFICE
Balase Street, El Salvador City, Region X

April 16, 2024
Date

MEMORANDUM TO:

CHERYL M. GO
Engineering Assistant

You are hereby directed to serve the canvass papers to the dealers/suppliers enumerated below for the items covered by the attached approved P.R. No. 1043-2024-04-165 dated April 17, 2024.

By Authority of the District Engineer:

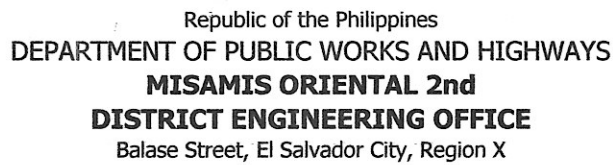

JIM B. RAMOS
Assistant District Engineer
BAC - Chairperson

CERTIFICATION

Company Name	Time	Date	Printed Name & Signature
1.			
2.			
3.			

For the items in the REQUEST FOR SEALED QUOTATION dated April 22, 2024 Covered P.R. No. 1043-2024-04-165 dated April 17, 2024, at El Salvador City.


CHERYL M. GO
Engineering Assistant



Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 1:00 PM on April 22, 2024 in the return envelope attached herewith, to the BAC Secretariat for GOODS, DPWH-Misamis Oriental 2nd District Engineering Office, Balase Street, El Salvador City, Misamis Oriental.

1. All entries must be typewritten or legibly written.
2. Delivery Period within (Fifteen) 15 working days upon receipt of the approved funded Purchase Order.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment from date of Acceptance by the end-user.
4. Price Validity shall be for a period of one hundred twenty (120) calendar days.
5. **PhilGEPS Registration Certificate, Mayor's Permit, Tax Clearance and DTI Registration Certificate/SEC Certificate of Incorporation** shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product (if applicable).
7. Please indicate the brand for each items being offered (if applicable).
8. The approved budget ceiling (ABC) for this procurement is **Php 52,000.00**
9. All Documentary Requirements for Small Value Procurement including the signed & notarized Omnibus Sworn Statement shall be attached upon submission of the quotation.

Purpose: Procurement of Toner Cartridge for the Procurement Unit

Price Validity: _____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Date _____

Department of Public Works and Highways

Contract ID: **PR No. 1043-2024-04-165**

Contract Name: **Procurement of Toner Cartridge for the Procurement Unit**

Location of the Contract: **El Salvador City, Misamis Oriental**

**OMNIBUS SWORN STATEMENT
AS REQUIRED BY RA 9184-IRR SECTION 25.2b)iv)**

REPUBLIC OF THE PHILIPPINES (CAGAYAN DE ORO
CITY CITY/MUNICIPALITY OF MISAMIS ORIENTAL) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, 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 PR No. 1043-2024-04-165 - Procurement of Toner Cartridge for the Procurement Unit , of the DPWH
– Misamis Oriental 2nd District Engineer Office [insert "as shown in the attached duly notarized Special
Power of Attorney" for the authorized representative] _____;

If a partnership, corporation, cooperative, or joint venture: The signatory is the duly authorized
representative of the prospective bidder, and 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 the PR No. 1043-2024-04-165 - Procurement of Toner Cartridge for the Procurement Unit ,
of the DPWH – Misamis Oriental 2nd District Engineer Office accompanied by the duly notarized Special
Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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,
including 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;

Department of Public Works and Highways

Contract ID: **PR No. 1043-2024-04-165**

Contract Name: **Procurement of Toner Cartridge for the Procurement Unit**

Location of the Contract: **El Salvador City, Misamis Oriental**

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 (HoPE) or its duly authorized representative(s) to verify all the documents submitted;

6. It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019;

7. It complies with existing labor laws and standards;

8. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;

9. It did not give or pay, directly or indirectly, any commission, amount, fee, or and form of consideration, pecuniary or otherwise, to any person of official, personnel or representative of the government in relation to any procurement project or activity; and

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 good 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.

11. 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/Implementing 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//Implementing 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/Implementing Unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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12. _____ complies with existing labor laws and standards;
13. _____ 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) Make 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 PR No. 1043-2024-04-165 - Procurement of Toner Cartridge for the Procurement Unit ; and

14. _____ 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 ____, 2024 at Cagayan de Oro City, Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2024 at El Salvador City, Misamis Oriental, Philippines. Affiant/s is personally known to me and was 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 exhibited to me his/her _____, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of _____ 2024.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [____], [____]
IBP No. __, [____], [____]

Doc. No. ____
Page No. ____
Book No. ____ Series of ____.