



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE DISTRICT ENGINEER
BENGUET 1st DISTRICT ENGINEERING OFFICE
Wangal, La Trinidad, Benguet, Cordillera Administrative Region



DPWH - Benguet 1st District Engineering Office

Revised on:

Standard Form/Title : **REQUEST FOR QUOTATION**

P.R. No. :

Contract ID:

Date :

Office/End-User :

2024-07-0045

24GPE0037 (RFQ)

12-Jul-24

DPWH-BFDEO

COMPANY NAME:

ADDRESS:

TEL No./FAX No.:

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 you or your representative not later than 9:00 A.M. of **July 17, 2024**, in the return envelope (*SEALED*) attached herewith, to the Office of the BAC, DPWH - Benguet 1st DEO, Wangal, La Trinidad, Benguet.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.*
- Delivery period within 30 C.D. upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR RA 9184 shall be imposed for non-delivery without valid reason*
- 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.*
- Price validity shall be for a period of sixty (60) calendar days.*
- Shall be attached upon submission of quotation.*
 - Mayor's/Business Permit*
 - PhilGEPS Registration Number*
 - Omnibus Sworn Statement*
- Bidders shall submit original brochures showing certification of the product, if Available.*
- Please indicate the brand for each being offered.*
- The approved budget ceiling for this procurement is **Php 303,829.00***
- Bids Submitted thru Mail or Fax will not be accepted*
- The accomplished RFQ together with all required documents shall be bound as one (1) document.*

(SGD.)

EDGARDO G. ENRIQUEZ

Asst. District Engineer
BAC-Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Flash Drive, 32GB	20	pcs		
2	Bond Paper, A4	30	ream		
3	Bond Paper, Long	20	ream		
4	Gelpen (Blue)	5	box		
5	Gelpen (Black)	5	box		
6	Ballpen (black)	2	box		
7	Ballpen (blue)	2	box		
8	Stick Broom	200	pcs		
9	Binder clip 1/2"	20	box		
10	Binder clip 1"	10	box		
11	Binder clip 3/4"	10	box		
12	Caution tape	60	roll		
13	Mylar Tube (plan storage)	30	tube		
14	Correction Tape	20	pc		
15	Toilet Tissue, 12 rolls/pack	25	pack		
16	Mylar Paper, A-2 size, 16.5 inches, 100 microns thickness	30	roll		
17	Dishwashing Liquid	10	bot		
18	Detergent Powder, 1 kl/pack	10	pack		
19	Liquid hand soap	10	bot		
20	Alcohol spray 500ml	40	bot		
21	Signpen (blue), 10 pcs/box	2	box		
22	Keyboard	4	pcs		

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [Name of the Procuring Entity], 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, **PROCUREMENT AGENT IF ENGAGED**, 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, **PROCUREMENT AGENT IF ENGAGED**, 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, **PROCUREMENT AGENT IF ENGAGED**, 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
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 __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]