



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO CITY DISTRICT ENGINEERING OFFICE
L. Ma. Guerrero St., Davao City



Name of Procuring Entity: DPWH-DCDEO, DAVAO CITY RFQ No. & Date: 11-200-2024 (24GLB0193) 11/11/24
Revised on: _____ PR No. & Date: 11-200-2024 11/7/24
Standard Form/Title: REQUEST FOR QUOTATION Office/End-user: ADMINISTRATIVE SECTION
(Small Value Procurement) DPWH-DCDEO

COMPANY NAME : _____

ADDRESS : _____

TEL. NO./FAX No. : _____

TIN No. _____

TERMS AND CONDITIONS :

1. All entries must be typewritten or legibly written.
2. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
3. Delivery period within 30 CD 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.
4. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
5. Price validity shall be for a period of one hundred twenty (120) calendar days.
6. **PhilGEPS Registration Certificate, Mayor's Permit (must be certified true copy), DTI or SEC or CDA for Cooperatives, Tax Clearance, ITR, Authority of Signing Officials (Specific to Contract) and Omnibus Sworn Statement (Specific to Contract)** shall be attached upon submission of the quotation and every page of the document must be signed.
7. **Bidders shall submit original brochures of the product if applicable.**
8. **Please indicate the brand for each items being offered.**
9. The approved budget ceiling for this procurement is Php 226,743.66.

Please quote your lowest price on the item(s) listed below, the Terms and Conditions stated and submit your duly signed quotation personally or thru your authorized representative (submitted thru courier/fax will not be accepted) not later than 10:00 A.M. of November 20, 2024 to the BAC Secretariat for Goods, L. Ma. Guerrero St., Davao City.


EMILIO P. SUCALDITO, JR.
Chairperson, BAC

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Numbering Machines	2	pc		
2	Folder, Kraft Brown, Long pt 14	200	pc		
3	Marker, Permanent Black	20	pc		
4	Paper Clamp Big	20	pc		
5	Paper Fastener, metal	20	box		
6	Paper, Plain Paper Copier (A4) 70gsm	300	ream		
7	Paper, Plain Paper Copier (Long) 70gsm	30	ream		
8	Record Book, 500 pages, Official Record Book	10	pc		
9	Stamp Pad Ink, Violet, 50ml	5	btl		
10	Stamp Pad Big	10	pc		
11	Staple Wire Standard, 500/box	20	box		
12	Stapler with Remover-HD 50R	5	pc		
13	Scotch Tape 1"	20	pc		
14	Puncher	5	pc		
15	Calculator Desktop 12 digits	5	pc		
16	Dater	2	pc		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
<i>The awarding for this RFQ will be on a lump-sum basis, Prospective Suppliers must quote for all of the items, Otherwise they will be subjected for disqualification.</i> <i>Please specify total amount in words.</i>					

NOTE: Purchase of Office Supplies for the use in the Operation of Finance Section, DPWH-DCDEO, Davao City (4th Quarter)

AMOUNT IN WORDS:

TOTAL:

Brand and Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

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

Telephone No.: 226-4775 (BAC Secretariat)

Printed Name / Signature / Designation

Tel. No. / Cellphone No. / E-mail Address

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]