



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SORSOGON 2ND DISTRICT ENGINEERING OFFICE
Regional Office No. V
Payawin, Gubat, Sorsogon



Name of Procuring Entity :		Request for Quotation (P.R. No.) : 2024-07-106	
Revised on :		Date: July 18, 2024	ABC: P304,800.00
Standard Form/Title :		REQUEST FOR QUOTATION	Office/End-User: Quality Assurance
Mode of Procurement :		SMALL VALUE PROCUREMENT	Section
COMPANY NAME :		Philgeps No.:	
ADDRESS :		TCC No. :	
TEL / FAX NUMBER :		TIN :	

TEL / FAX NUMBER _____

Please submit your quotation for the item(s) listed below, which may be submitted in person at the Procurement Unit Office, Payawin, Gubat, Sorsogon or thru registered mail or email not later than **10:00 A.M. of 06 SEP 2024**

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

- 1.0 All entries must be typewritten or legibly written.
- 2.0 Delivery period within 30 CD upon receipt of the approved funded Purchased Order (P.O.)
Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- 3.0 Warranty shall be for minimum of three(3) months for Expendable Supplies & one year for for Non-Expendable Supplies and three (3) years for IT Equipment reckoned from date of acceptance by the end-user.
- 4.0 Price validity shall be for a period of sixty (60) calendar days.
- 5.0 PhilGEPS/ Registration Certificate / Mayor's Permit / Omnibus Sworn Statement shall be attached upon submission of the quotation. DTI or SEC and latest Tax Clearance shall be submitted before the award of the Purchase Order (P.O.).
- 6.0 Bidders must quote for all the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence a ground for disqualification.
- 7.0 The DPWH reserves the right to accept or reject any bids, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

DAVE KLINT B. ALMILLA
BAC Chairman
Chief, Construction Section

Item No.	Items and Description	Qty	Unit	Unit Price	Total Price
1.0	Toner , Canon 3826i, Black	6	cart		
2.0	Toner , Canon 3826i, Cyan	4	cart		
3.0	Toner, Canon 3826i, Magenta	4	cart		
4.0	Toner, Canon 3826i, Yellow	4	cart		
	x x x x x				
	Purpose: For use of Quality Assurance Section for 3rd Quarter, 2024				
	TOTAL AMOUNT(Php)				
	Please specify total amount in words (Php)				

Please specify Brand Name and Model : _____
Delivery Period : _____

Warranty : _____
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 Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Tel.No./Mobile No. : 0967-445-1861
email: enesio.djenn@dpwh.gov.ph



Printed Name / Signature / Date

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, 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 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]