



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 1<sup>st</sup> District Engineering Office

Revised on:

Standard Form/Title : **REQUEST FOR QUOTATION**  
(SHOPPING)

P.R. No. :

Contract ID:

Date :

Office/End-User :

2024-05-0019

**24GPE0015 (RFQ)**

06-May-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 **May 14, 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 10 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*
- 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 319,512.50***
- Bids Submitted thru Mail or Fax will not be accepted*

(SGD.)

**EDGARDO G. ENRIQUEZ**

Asst. District Engineer  
BAC-Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>3M Double Sided Tape (Red)</b>	<b>10</b>	<b>roll</b>		
2	<b>Ballpen, Black</b>	<b>20</b>	<b>box</b>		
3	<b>Ballpen, Blue</b>	<b>20</b>	<b>box</b>		
4	<b>Bond Paper, Short (80gsm)</b>	<b>25</b>	<b>ream</b>		
5	<b>Counter Top with bracket, 51"x14"</b>	<b>4</b>	<b>pcs</b>		
6	<b>Counter Top with bracket, 58"x14"</b>	<b>1</b>	<b>pc</b>		
7	<b>Heavy Duty Cutter</b>	<b>10</b>	<b>pcs</b>		
8	<b>Document Office Storage Box L38cmxW26cmxH20cm, Blue</b>	<b>20</b>	<b>box</b>		
9	<b>Extention Wire, No. 10</b>	<b>1</b>	<b>roll</b>		
10	<b>Male Plug</b>	<b>10</b>	<b>pcs</b>		
11	<b>Universal Outlet, 4 Gang</b>	<b>10</b>	<b>pcs</b>		
12	<b>External Hard Drive 1 TB</b>	<b>2</b>	<b>pcs</b>		
13	<b>Gel pen, 0.3 Black</b>	<b>20</b>	<b>box</b>		
14	<b>Gel pen, 0.3 Blue</b>	<b>20</b>	<b>box</b>		
15	<b>Gel pen, 0.5 Black</b>	<b>20</b>	<b>box</b>		
16	<b>Gel pen, 0.5 Blue</b>	<b>20</b>	<b>box</b>		
17	<b>Measuring Tape, 5 mtr</b>	<b>1</b>	<b>pc</b>		
18	<b>Mobile Pedestal</b>	<b>1</b>	<b>pc</b>		
19	<b>Photo Paper, A4</b>	<b>20</b>	<b>pack</b>		
20	<b>Ruler Metal 12"</b>	<b>5</b>	<b>pcs</b>		



## 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]*