



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Jail Management and Penology
BJMP Caraga Regional Office
P-2 Doongan Road, Doongan Butuan City



REQUEST FOR QUOTATION

The Bureau of Jail Management and Penology – Caraga Region through its Bids and Awards Committee, intends to procure **Procurement of Office Supplies for the 4th Quarter 2020**, which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

NAME OF PROJECT	Procurement of Office Supplies for the 4th Quarter 2020
ABC	Three Hundred Four Thousand One Hundred Ninety-Four Pesos and 90/100 (P 304,194.90)
Specifications	See Annex "A"
Delivery Location	BJMP-Caraga Regional Office, P-2 Doongan Road, Doongan Butuan City
Delivery Date	Seven Calendar Days Upon the Receipt of Purchase Order

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **September 25, 2020**.


Interested suppliers are required to submit the following documents:

- Valid and current Mayor's Permit;
- PhilGEPS Registration Number (Please indicate in the space provided in Annex "A");
- Omnibus Sword Statement together with any documents to prove that the signatory of the quotation is authorized representative of the company or photocopy of ID bearing the picture/signature of the representative issued by the company (to be submitted before issuance of Notice of Award).

Quotations may be submitted manually or email at the address and contact numbers indicated below.

For further information, please refer to:

SINSP RENZ JOSEPH D BASCUGIN
BAC Secretary
BJMP-Caraga, P-2 Doongan Road, Doongan, Butuan City
Email Address: bjmppd13@gmail.com


SUPT BERNIE D RUIZ
BAC Chairman

"Changing Lives, Building a Safer Nation"

Terms and Condition

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. Quotation exceeding the Approved Budget for the Contract shall be rejected.
4. Award of Contract shall be made to the Lowest Quotation (for goods and infrastructure) or, the highest rated offer (for consulting service) which complies with the minimum technical specification and other terms and conditions stated therein.
5. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
6. The item/s shall be delivered according to requirement specified in the Technical Specifications.
7. The BJMP-Caraga shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMP-Caraga shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.

Name and Signature of Authorized Representative: _____

Name of the Company/ Business Name: _____

Date: _____

ANNEX "A"

Name of the Company: _____

Address: _____

Business Permit No.: _____

PhilGEPS Registration No.: _____

TIN: _____

Telephone/Cellphone Number: _____

Email Address: _____

Instructions:

1. Do not alter the contents of this form in any way.
2. All the technical specifications are mandatory. Failure to comply with the specification shall be a ground for the disqualification of your quotation.
3. Failure to follow these instructions will disqualify your entire quotation.

TECHNICAL SPECIFICATIONS

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just check in the bidders "Statement of Compliance"

	QTY	UNIT	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE	REMARKS
1	100	piece	Archfile Folder (red, legal)		
2	5	piece	BALL PEN, BLUE, 0.5mm thick point		
3	100	piece	Binding/ Archfile Folder (red, A4		
4	100	piece	Document Frames (8 1/2 x 11 (Letter) wood frame		
5	10	piece	Epson Carbon Cartridge		
6	65	piece	Heavy Duty Rechargeable Battery AA 1.5 v		
7	50	piece	Heavy Duty Charger for Rechargeable Battery AA		
8	48	packs	Special White Paper		
9	100	piece	Storage Box (legal, black, w/ lid)		
10	100	piece	Storage Box (legal, red, w/ lid)		
11	100	piece	Storage Box (A4, black, w/ lid)		
12	100	piece	Storage Box (A4, red, w/ lid)		
13	30	piece	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip		
14	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip		
15	30	piece	SIGN PEN, RED, liquid/gel ink, 0.7mm needle tip		
16	30	bags	Zip Lock Plastic Bags 100's		
Xxx Nothing Follows xxX					

FINANCIAL OFFER

PROCUREMENT OF OFFICE SUPPLIES

Approved Budget for the Contract: Three Hundred Four Thousand One Hundred Ninety-Four Pesos and 90/100 (P 304,194.90)

ITEM NO	QTY	UNIT	Bidder's Offer	Amount
1	100	piece	Archfile Folder (red, legal)	
2	5	piece	BALL PEN, BLUE, 0.5mm thick point	
3	100	piece	Binding/ Archfile Folder (red, A4)	
4	100	piece	Document Frames (8 1/2 x 11 (Letter) wood frame	
5	10	piece	Epson Carbon Cartridge	
6	65	piece	Heavy Duty Rechargeable Battery AA 1.5 v	
7	50	piece	Heavy Duty Charger for Rechargeable Battery AA	
8	48	packs	Special White Paper	
9	100	piece	Storage Box (legal, black, w/ lid)	
10	100	piece	Storage Box (legal, red, w/ lid)	
11	100	piece	Storage Box (A4, black, w/ lid)	
12	100	piece	Storage Box (A4, red, w/ lid)	
13	30	piece	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	
14	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	
15	30	piece	SIGN PEN, RED, liquid/gel ink, 0.7mm needle tip	
16	30	bags	Zip Lock Plastic Bags 100's	

TOTAL BID AMOUNT
(in words and in figures)

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

Name and Signature of the Representative: _____

Name of the Company/Business Name: _____

Date: _____

Omnibus Sworn Statement

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 Consultant]* with office address at *[address of Consultant]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, 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]* *[insert “as shown in the attached duly notarized Special Power of Attorney” for authorized representative]*;

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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;

3. *[Name of Consultant]* 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;

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 Consultant]* 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 BAG 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 Consultant] 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 Consultant] complies with existing labor laws and standards; and

8. [Name of Consultant] 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) Made 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 [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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were 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/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series Off. _____