

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office I

City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2024-02-005
Revised on :	Date :	February 7, 2024
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User : DPWH ROI

COMPANY

NAME :

ADDRESS :

TEL. NO./FAX

NO. :

TIN 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 your representative not later than 10:00 AM of February 12, 2024 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written.
2. Delivery period: within 30 (Thirty) calendar days 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.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years for IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is : **PHP 89,905.00**


CLARENCE B. RIMANDO
Chief, ROWALD
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	PAPER BOND, subs. 20, A4	-7-	ream		
2	INK, EPSON 003 B	-1-	btI		
3	INK, EPSON 003 C	-1-	btI		
4	INK, EPSON 003 M	-1-	btI		
5	INK, EPSON 003 Y	-1-	btI		
6	Toner Develop TN221 Black (INEO+287i)	-1-	pc		
7	ID CARD JACKET, with lace, transparent, horizontal	-121-	pc		
8	Notebook Stenographer 80 pages	-121-	pc		
9	Sign pen, gel, 0.5mm, ball needle point, black	-122-	pc		
10	CERTIFICATE HOLDER, short, blue	-10-	pc		
11	MARKING PEN, permanent, black, chisel type	-2-	pc		
12	MARKING PEN, whiteboard, black, chisel type	-2-	pc		
13	PAPER PARCHMENT, short, white 10's	-1-	pack		
14	PAPER PARCHMENT, long, white 10's	-15-	pack		
15	PAPER, Tear sheet (Manila Paper)	-6-	pc		
16	PENCIL, with eraser, No. 2	-122-	pc		
17	TAPE, Masking 1"	-1-	roll		
18	ALCOHOL, 1 gallon, 70%	-1-	btI		
19	SOAP, Liquid Hand Soap with Pump, 225 ml	-1-	btI		
20	TISSUE PAPER, 3ply	-5-	roll		

TOTAL AMOUNT IN FIGURES:

TOTAL AMOUNT IN WORDS:

PURPOSE: Supply and Delivery of Office Supplies for the Conduct of Executive Course for 1 day and Regular Course for 3 days to the Reorientation/Seminar on Disaster Risk Reduction and Management (DRRM) at DPWH Regional Office I, City of San Fernando, La Union

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 noted 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.

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.

Printed Name / Signature / Date

Publication: February 7, 2024

Telefax: (072) 242-93-51
c/o BAC Secretariat

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

Regional Office I
City of San Fernando (La Union)

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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.

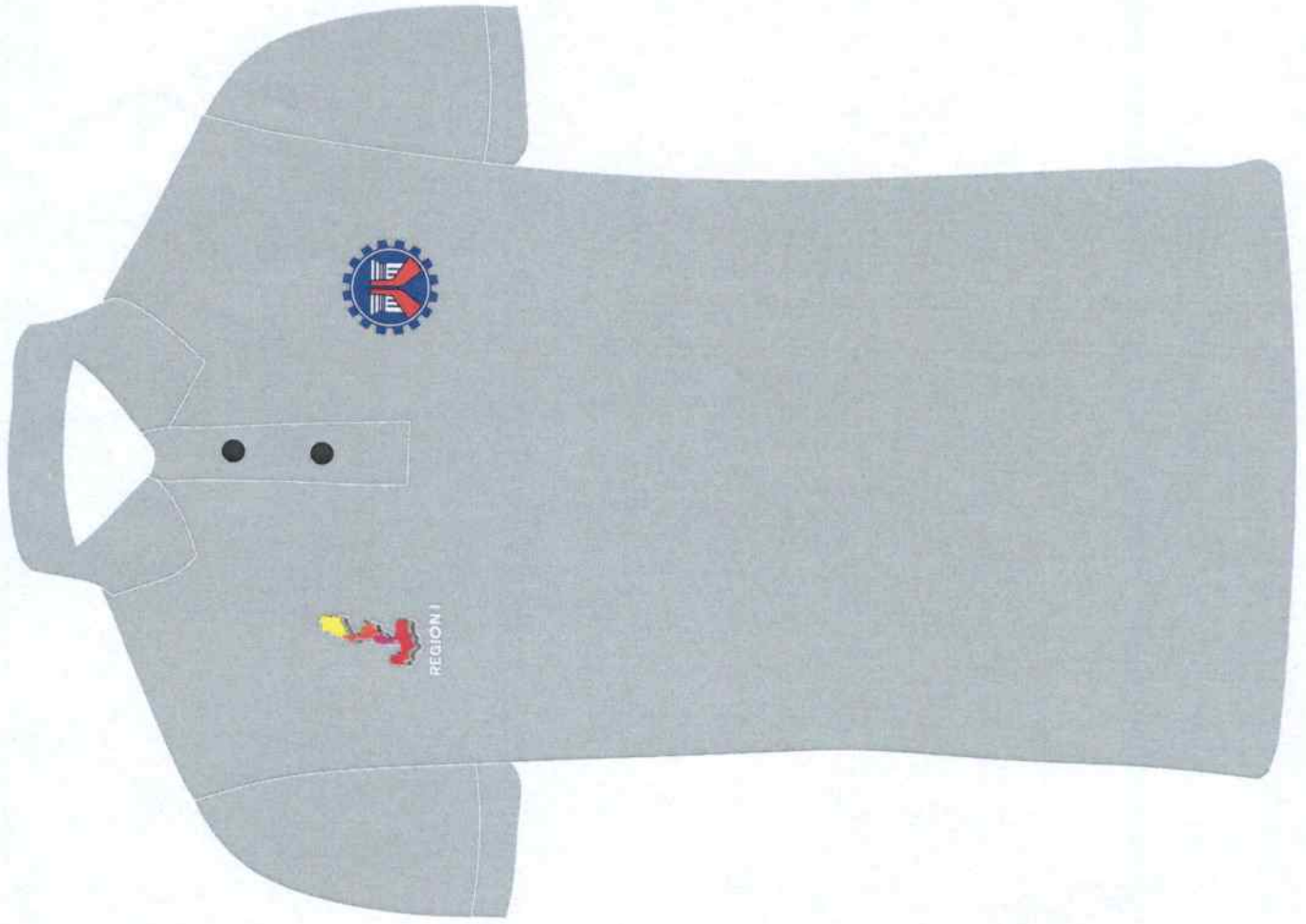
[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

REGULAR COURSE



EXECUTIVE COURSE

