



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 1st District Engineering Office

Revised on:

Standard Form/Title : **REQUEST FOR QUOTATION**

P.R. No. : 2024-12-0101
Contract ID: **24GPE0074 (RFQ)**
Date : 03-Dec-24
Office/End-User : 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 **December 10, 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 20 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*
 - Omnibus Sworn Statement*
 - Income/Business Tax Return*
- 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 544,520.00***
- 9. Bids must be submitted personally. Bids submitted electronically or through courier service will not be accepted.***
- The accomplished RFQ together with all required documents shall be bound as one (1) document.*
- In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation (LCRQ), the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.*

(SGD.)
MENELAUS C. SANTOS
Chief, Quality Assurance Section
BAC-Chairperson

| Item No. | ITEMS & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|----------------------------------------------------------|------|-------|------------|-------------|
| | <i>OFFICE SUPPLIES</i> | | | | |
| 1 | Reusable zipties, 100 pcs/pack | 2 | pack | | |
| 2 | Correction Tape | 20 | pcs | | |
| 3 | Stamp Pad "Returned" | 1 | pc | | |
| 4 | Mylar | 50 | rolls | | |
| 5 | Puncher | 2 | pcs | | |
| 6 | Mylar tube | 50 | tube | | |
| 7 | ISO Folder, Long | 100 | pcs | | |
| | <i>FURNITURES & FIXTURES</i> | | | | |
| 8 | Countertop 51" x 14" | 1 | pc | | |
| 9 | Mobile Pedestal | 1 | pc | | |
| 10 | Staff Chair | 2 | pcs | | |
| | <i>INFORMATION & COMMUNICATION TECHNOLOGY</i> | | | | |
| 11 | Flashdrive withUSB C-Type, 512GB | 5 | pcs | | |
| 12 | LAN connector Extender Coupler | 20 | pcs | | |
| 13 | HDMI Cable Wireless Transmitter & Receiver | 2 | pcs | | |
| 14 | Walkie Talkie radio | 3 | unit | | |
| 15 | Hard Disk, 1TB | 3 | pcs | | |
| 16 | Computer Monitor, 24" | 4 | pcs | | |
| 17 | Digital Voice Recorder | 1 | pc | | |

| | | | | | |
|----|---------------------------------------------------------------------------------------|-------|-------|--|--|
| | OTHER MACHINERY | | | | |
| 18 | Tower Fan | 1 | unit | | |
| 19 | Check Writer Printer | 1 | unit | | |
| 20 | Heavy Duty Money Counter Machine | 1 | unit | | |
| 21 | Water Dispenser, bottom load with hot, cold & warm dispenser | 2 | units | | |
| | UTILITY GOODS | | | | |
| 22 | Rags "Circle" | 20 | kg | | |
| 23 | Foot Rags | 40 | pcs | | |
| | OTHERS | | | | |
| 24 | Pad Lock, Small | 2 | pcs | | |
| 25 | Stainless Steel Whistling Kettle, 1Liter | 1 | pc | | |
| 26 | Safety coverall, Navy Blue, 1 Large, 3 XL | 4 | pcs | | |
| 27 | Electrical wire Stranded (No. 14) | 1 | roll | | |
| 28 | XLR Female to PL Mono Plug cable (10m) | 3 | pcs | | |
| 29 | Guitar Cable PL to PL (10m) | 3 | pcs | | |
| | X-X-X-X-X | | | | |
| | | | | | |
| | | | | | |
| | Supply and Delivery of 4th Quarter Office Supplies for use of various Sections, BFDEO | TOTAL | | | |
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Med Exam Period :

Warranty:

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.

Print Name/Signature Above the Name/Date Signed

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]