



15 June 2021

Name of Representative

Authorized Representative

Name of Company

Address:

E-mail Add:

REQUEST FOR QUOTATION
Supply and Delivery of Heavy-duty Color Laser Printers
for the Presidential Management Staff (PMS)
AMP NO. 21-093-8 (SVP)

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "C" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Lot	Quantity	Item/Description	APPROVED BUDGET FOR THE CONTRACT
1	4 units	Heavy-duty Color Laser Printers	₱480,000.00

** The ABC is understood to be the ceiling price; offer must not exceed the ABC provided.*

Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later than **June 22, 2021; 2:00 PM**

- Mayor's Permit for 2021
- PhilGEPS Registration Number (Organization ID; screenshot from the PhilGEPS website);
- Brochure or Technical Data Sheet, if applicable;
- Income Tax Returns for year 2020 (BIR Form 1701 or 1702); or Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M), covering the months of December 2020 and January, February, March, April and May 2021. (*The income tax and business tax returns should have been filed through the Electronic Filing and Payment System (EFPS)*);
- Compliance with the Schedule of Requirements (Annex "A");
- Compliance with the Technical Specifications (Annex "B");
- Price Quotation Form (Annex "C"); and
- Omnibus Sworn Statement ("Annex D")

Quotation shall be submitted at the address indicated below:

Bids and Awards Committee VIII
2nd Floor, PS Complex
Procurement Service-PhilGEPS

Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case a supplier intends to submit quotations for several Request for Quotations, wherein the deadline of submission and opening of quotations are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The **Price Quotation Forms ("Annex C")**, however, should be submitted in separate envelopes. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Quotations and other documents required may be sent electronically to pd6@ps-philgeps.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.


SIGNATURE REDACTED

JULIUS M. SANTOS

Chairperson, Bids and Awards Committee VIII

N.B.: Suppliers directly and not directly invited may participate. For all interested prospective bidders, the duly accomplished Quotation ("Annex C") shall be submitted on or before the deadline for submission of quotation or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:

- 1. Mayor's Permit for 2021;*
- 2. PhilGEPS Registration Number (Organization ID; screenshot from the PhilGEPS website);*
- 3. Brochure or Technical Data Sheet;*
- 4. Income Tax Returns for year 2019 (BIR Form 1701 or 1702) or Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M), covering the months of December 2020 and January, February, March, April and May 2021 (The income tax and business tax returns should have been filed through the Electronic Filing and Payment System (EFPS)); and*
- 5. Omnibus Sworn Statement ("Annex D")*

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents except no. 3, 4 and 5.

*Note: Please indicate a statement of compliance of the Technical Specifications Form by clearly indicating "**COMPLY**".*

SCHEDULE OF REQUIREMENTS

LOT NO.	QUANTITY	ITEM DESCRIPTION	DELIVERY SCHEDULE
1	4 units	HEAVY-DUTY COLOR LASER PRINTERS	Within Forty-Five (45) Working Days from receipt of Notice to Proceed

Project/Delivery Site:

Presidential Management Staff Building, Arlegui St. San Miguel Manila

Contact person:

Mr. Cheryl A. Rentino
Email Address: cheryl.rentino@pms.gov.ph
Contact No. 09178036428

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company Signature Over Printed Name
of Authorized Representative Date

TECHNICAL SPECIFICATIONS

LOT NO. 1	:	Heavy-duty Color Laser Printers
QUANTITY	:	4 units
APPROVED BUDGET PER UNIT	:	₱120,000.00
APPROVED BUDGET FOR THE CONTRACT	:	₱480,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
	Brand and Model:
Printer Function: Print only	
Processor Speed: 1.2 Ghz	
Control Panel: 4.3 inches (10.92m) Color Graphics Display (CGD) with touchscreen; rotating (adjustable angle) display; Home Button	
Print Speed: Up to 56ppm A4 black and color	
Print Technology: Laser	
Resolution: Black: up to 1200x1200 dpi Color: 3600	
Max. Duty Cycle (Monthly): Up to 120,000 pages per month	
Paper Input Capacity: Standard: 550 pages	
Paper Output Capacity: Standard: 500 pages	
Media Sizes Supported: Letter, Legal, A4	
Memory: 1 GB	
Duplex Print: Automatic (Standard)	
Connectivity/Interfaces: 10/100/1000 Base-TX Ethernet and USB 2.0	
Supported Operating Systems: All current Microsoft Windows OS	
Printer Dimensions (WxDxH): 510 x 458 x 510 mm	
Accessories: Original toner cartridges and other consumables	
Warranty: 2-Year Next Day On-site Warranty	

Institutional Requirements	
1.) Brochures or Data Sheet for evaluation purpose during post-qualification	
2.) On site service or check-up response time shall be within 4-5 hours for morning call (calls made anytime before 8:00AM and 11:59AM) and next day visit for afternoon to evening calls (calls made anytime between 12:00PM and 5:00PM)	

We commit to deliver the goods under the new packaging and consistent with the physical appearance and color of the sample submitted as required by the Procurement Service.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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Price Quotation Form

Date: _____
AMP No. 21-093-8 (SVP)

*The Chairperson, Bids and Awards Committee VIII
 Procurement Service
 PS Complex, Cristobal Street
 Paco, Manila*

Gentlemen and/or Ladies:

Having examined the Request for Quotation No. _____, **which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Deliver Heavy-Duty Color Laser Printers for Presidential Management Staff (PMS)** in conformity with the said Request for Quotation for the sums stated hereunder:

Lot No.	Qty/Unit	ITEMS/ DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	4 units	HEAVY-DUTY COLOR LASER PRINTERS		

TOTAL PRICE IN WORDS:

Lot 1: _____

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this [Date]

(signature)

[Name of Authorized Representative]

[Capacity]

Duly authorized to sign Quotation for and on behalf of:

[Name of Company]

[Address]

[Official Contact Number]

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 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 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; and

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;
11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____
 Fax No/s.: _____
 E-mail Add/s.: _____
 Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, 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 of _____

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.