



REQUEST FOR QUOTATION

SUPPLY, DELIVERY, AND INSTALLATION OF WAYFINDING SIGNAGES FOR THE PROCUREMENT SERVICE- DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

AMP-024-21 (SVP)

Sir/Madam:

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

Accomplish and submit all forms attached (Annex A, B, and C).

LOT NO.	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	APPROVED BUDGET FOR THE CONTRACT
1	4	PIECE	Wayfinding Signages	₱5,800.00	₱ 23,200.00

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **November 23, 2021; 10:30 AM** at the address indicated below:

Ms. Rodevie Cruz
*Secretariat, Internal BAC
General Services Division
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, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals 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 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.

Proposals and other documents required **may either be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* **or electronically** to ebidsubmission-ibac1@ps-philgeps.gov.ph, on or before the deadline of submission as stated in this RFQ. Bidders must only elect one mode of submission.

Unsealed or unmarked envelopes, or corrupted files in case of electronic submission, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.


Signature Redacted
JOSEPH CONRAD D. DUENAS
Chairperson, iBAC 1

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, and C) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents shall also be submitted during submission of offers and evaluation of offers:

- 1. Mayor's Permit for the year 2021; and*
- 2. PhilGEPS Registration Number;*

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents 1 and 2.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee 1
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-024-21 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **SUPPLY, DELIVERY, AND INSTALLATION OF WAYFINDING SIGNAGES FOR THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**

In conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	4	PIECE	Wayfinding Signages		
Total Price in Words:					

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, 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 Proposal you may receive.

Date_____
Company Name_____
Authorized Representative Name/Signature_____
Address_____
Official Contact No.

SCHEDULE OF REQUIREMENTS

LOT NO.	QTY	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	4	PIECE	WAYFINDING SIGNAGES	Within thirty (30) calendar days from receipt of the Notice to Proceed.

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

**Signature Over Printed
Name of the Authorized
Representative**

Date

TECHNICAL REQUIREMENTS**LOT NO. 1 : Wayfinding Signages****QTY : 4 pieces****APPROVED BUDGET FOR THE CONTRACT : P 23,200.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Supply, Delivery, and Installation of Wayfinding Signages	
<i>Scope of Works:</i> <ol style="list-style-type: none">1. Mobilization and Demobilization2. Dismantling of existing signages3. Installation of new signages with specifications below:<ul style="list-style-type: none">• Signage size: 2ft x 4ft• Text Height: at least 7 inches• Logo Height: as least 6 inches• Arrow Head: at least 5 inches• Materials: cut out sticker in 2mm aluminum sheet with back frame and metal holder.4. Project Location is in Paco, Manila near Unilever Philippines	

*[Bidders must state here either "**Comply**" or "**Not Comply**" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" ,or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

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