



REQUEST FOR QUOTATION

PROCUREMENT OF CCF (ICAR) FORMS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

GSD-004-23 (Shopping)

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation 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.	Item/Description	Qty	UOM	Approved Budget for the Contract
1	PROCUREMENT OF CCF (ICAR) FORMS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)	15	Boxes	₱24,000.00

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

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **21 July 2023; 10:00 AM** at the address indicated below:

Mr. Christian Jude P. Quiazon
Secretariat
General Services Division
2nd Floor, PS-DBM 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, General Services Division or **electronically** to gdssecretariat@ps-philgeps.gov.ph, on or before the deadline of submission as stated in this RFQ. Bidders must only select 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 labeled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The GSD-BAC 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

ABIGAIL ANN ALICDAN-ESPERE
OIC Chief, General Services Division

The following documents shall also be submitted during submission of offers:

No	Requirements	Instruction
1	<i>Annex "A" Price Proposal Form</i>	<p><i>Must indicate the unit and total price.</i></p> <p><i>Must indicate the required information.</i></p> <p><i>Must be duly signed by the authorized representative.</i></p>
2	<i>Annex "B" Schedule of Requirements</i>	<p><i>Must indicate the required information.</i></p> <p><i>Must be duly signed by the authorized representative.</i></p>
3	<i>Annex "C" Technical Requirements</i>	<p><i>Must indicate "COMPLY."</i></p> <p><i>Must indicate the required information.</i></p> <p><i>Must be duly signed by the authorized representative</i></p>



No	Requirements	Instruction
4	Mayor's Permit for the year 2023	Must be valid for the year 2023
5	PhilGEPS Registration Number	Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 4 and 5.

Note:

*Please indicate statement of compliance of the Technical Requirements Form by clearly indicating **"COMPLY"***



ANNEX "A"

Price Proposal Form

Date: _____

OIC Chief, General Services Division
 Procurement Service
 PS Complex, Cristobal Street
 Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. GSD-004-23 (Shopping)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT OF CCF (ICAR) FORMS 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 AMOUNT
1	15	Boxes	PROCUREMENT OF CCF (ICAR) FORMS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)		
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 Number



ANNEX "B"

SCHEDULE OF REQUIREMENTS

LOT NO.	QTY.	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	15	Boxes	PROCUREMENT OF CCF (ICAR) FORMS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)	within thirty (30) calendar days from the 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



ANNEX "C"

TECHNICAL REQUIREMENTS

PROJECT TITLE : **PROCUREMENT OF CCF (ICAR) FORMS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**

LOT NO. : **1**

QUANTITY : **1 LOT**

APPROVED BUDGET FOR THE CONTRACT : **P 24,000.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>CCF (ICAR) FORMS</p> <ul style="list-style-type: none"> • Size: 8 x 12 ¾ • Paper: Carbonless Paper • Ply: 3 • Packaging: 500 sets per box • with one (1) color per ply • with both sides perforation <p>*See Annex "D" for sample</p>	
<p>Delivery Period: within thirty (30) calendar days from the receipt of the Notice to Proceed</p>	
<p>Delivery site: Procurement Service - DBM, RR Road, Cristobal Street, Paco Manila</p>	

*[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
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