

#### **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	ИОМ	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

<sup>\*</sup>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 2<sup>nd</sup> 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 2<sup>nd</sup> Floor Lobby, Procurement Service Building, General Services Division or **electronically** to <u>gsdsecretariat@ps-philgeps.gov.ph</u>, 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.



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

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





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:	
Procur	ement So nplex, Ci		es Division eet		
Ma'am,	/Sir:				
of which	th is here  FORM  ANAGE	eby duly ac IS FOR T MENT (P	quest for Quotation No. GSD knowledged, the undersigned office PROCUREMENT SERVICE S-DBM)  d Request for Quotation for the state of the	ers the <b>PROCUR</b> - <b>DEPARTMEN</b>	EMENT OF CCF
LOT NO.	QTY	иом	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 Pri	ce in Word	ds:		,	
goods Until a accepta	as iden formal ance the derstand	ctified in the Contract is reof and year.	Proposal is accepted, to periche Schedule of Requirements of prepared and executed, this Propur Notice of Award, shall be bind are not bound to accept the I	posal, together ving upon us.	<b>Specifications.</b> With your written
-		Date			
	Comp	pany Name			
Α		l Represent e/Signature	ative		
	A	ddress			
-	Official C	ontact Num	ber		



### 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 deli Notice to Proceed as inc	ver the required quality and quantit dicated above.	ies upon receipt of t	he
Name of Company	Signature Over Printed Name of the Authorized Representative	Date	





#### ANNEX "C"

#### **TECHNICAL REQUIREMENTS**

PROJECT TITLE : 5

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** 

: ₱ 24,000.00

**CONTRACT** 

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<ul> <li>CCF (ICAR) FORMS</li> <li>Size: 8 x 12 ¾</li> <li>Paper: Carbonless Paper</li> <li>Ply: 3</li> <li>Packaging: 500 sets per box</li> <li>with one (1) color per ply</li> <li>with both sides perforation</li> </ul> *See Annex "D" for sample	
<b>Delivery Period:</b> within thirty (30) calendar days from the receipt of the Notice to Proceed	
Delivery site: Procurement Service - DBM, RR Road, Cristobal Street, Paco Manila	

\*[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** 





### ANNEX "D"

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