

**REQUEST FOR QUOTATION**

The Development Bank of the Philippines – Taytay-Palawan Branch, through the Regional Bids and Awards Committee for South Luzon, intends to procure the following item/s through Small Value Procurement in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the project/activity/program are as follows:

Name of Project:	Supply and Delivery of Four (4) Units File Cabinet for DBP Taytay-Palawan Branch
Approved Budget for the Contract:	PhP 80,000.00
Area of Delivery:	DBP Taytay-Palawan Branch
Specification:	See attached

Interested suppliers/contractors may submit their Financial Proposal duly signed by their authorized representative/s through email address taytay-palawan@dbp.ph on or before **5:00 P.M. of June 14, 2022** Original copies of Financial Proposal may also be submitted to DBP Taytay-Palawan Branch, Palawan.

Copies of the following mandatory requirements are also required to be submitted along with their Financial Proposal;

1. Valid Mayor's/Business Permit,
2. Electronically Filed Income or Business Tax Return (Filed through the BIR Electronic Filing and Payment System(eFPS)); or, Annual Income or Business Tax Return (for Project with ABC above P 500,000.00)
3. PhilGEPS Certificate of Registration
4. Omnibus Sworn Statement (for Project with ABC above P 50,000.00)
5. Valid Philippine Contractors Accreditation Board (PCAB) License and registration for the type and cost of contract (for Infrastructure Project only)
6. Duly accomplished Bill of Quantities (for Infrastructure Project only)
7. DBP Terms and Conditions and Technical Specifications/Terms of Reference duly signed on each and every page by the supplier or duly authorized representative.

The Bank assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation and submission of the Financial Proposal and/or the mandatory requirements.

The Bank reserves the right to reject the Financial Proposal or not award the contract and further makes no assurance that a contract shall be entered into as a result of this request.

Please find attached Associated Components in the PhilGEPS publication for more detailed Technical Specifications, Omnibus Sworn Statement, DBP Terms and Conditions and Financial Proposal Form.

For inquiry, contact the Purchasing Staff and/or Branch Services Officer of DBP Taytay-Palawan Branch for further details. You may call (048) 2442087 / (048) 2442096 / (02) 9680546 / 0917-5191824 or email at taytay-palawan@dbp.ph.

Regional Bids and Awards Committee for South Luzon

DBP FINANCIAL PROPOSAL FORM

For: Development Bank of the Philippines

On behalf of the supplier, the undersigned, declare that:

- a. We have examined the Request for Quotation and its attachments (collectively, "RFQ")
- b. We, submit the following quotation/s:

Project Description	Approved Budget for the Contracts (ABCs), VAT inclusive	Total Bid Price, VAT Inclusive (in Figures and in Words)	
		Unit Price	Amount
TOTAL AMOUNT IN WORDS:			

- c. We undertake, if our Quotation/Proposal for the Price is accepted, to deliver the good(s) / render the service(s) in accordance with the delivery schedule specified in the Request for Quotation;
- d. We agree to abide by this Quotation/Proposal for the Price Validity Period of Six (6) Months from date of opening of Financial Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. Until a formal Purchase Order is prepared and executed, this Financial Proposal, together with your written acceptance thereof, shall be binding upon us;
- f. We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation/Proposal you may receive;
- g. We likewise certify/confirm that the undersigned is the duly authorized representative of the supplier and granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the Financial Proposal, and to sign and execute the ensuing contract for herein project;
- h. We acknowledge that failure to sign each page of this Financial Proposal Form, shall be a ground for the rejection of our Quotation/Proposal;
- i. We acknowledge that we indicated the amount of our total bid price in figures and in words;
- j. We acknowledge that Quotations/ Proposals not addressing of providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the government, except those required by law or regulations to be provided for. (Sec 32.2.1(a), Rule IX, IRR). It is further understood that to ensure completeness of the quotation/proposal, suppliers must ensure that ALL items, columns or matrices in the prescribed forms are appropriately filled-up and no item, Column, or matrix is left blank; and
- k. We understand that any communication sent by DBP to the address/fax number/email address provided below shall be deemed to have been duly received by your firm. On the date and time shown in the transmittal. Any change in the contact details shall be duly communicated to the bank.

Signature over Printed Name of the Supplier's
Authorized Representative/Designation

PhilGEPS Registration Number: _____

Name of Company/Business Name

Address

Telephone No. : _____
Cellphone No. : _____
Email Address : _____
Date : _____

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 of *[Name of Supplier/Contractor]* with office address at *[address of Supplier/Contractor]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Supplier/Contractor]* with office address at *[address of Supplier/Contractor]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Supplier/Contractor]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Supplier/Contractor]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Supplier/Contractor]* 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;

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 Supplier/Contractor]* 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: I am 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 Supplier/Contractor]* 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 Supplier/Contractor]* 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 Supplier/Contractor]* complies with existing labor laws and standards;
8. *[Name of Supplier/Contractor]* 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 Supplier/Contractor]* 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. *[Name of Supplier/Contractor]* 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 DBP Regional Bids and Awards Committee – South Luzon notices may be transmitted.

Telefax Number/s	1. _____
	2. _____
Email Address/es	1. _____
	2. _____

It is understood that notice/s transmitted in 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 in the City/Municipality of _____ (*indicate also the Province in the case of the Municipality*) this _____ day of _____ (*month & year*) by _____ (*name of affiant*), who has satisfactorily proven to me his identity through his _____ (*ID name and number*) valid until _____ (*expiry date*), that he is the same person who personally signed before me the foregoing Affiant and acknowledged that he executed the same.

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____
IBP _____

Doc. No. ;
Page No. ;
Book No. ;
Series of 20_ .

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 [Name of the Procuring Entity].

Technical Specification
STEEL FILE CABINET
DBP Taytay Branch

I. Approved Budget for the Contract ₱80,000.00 (Inclusive of VAT/applicable taxes)

ITEM	QUANTITY
Steel File Cabinet	4 - Units

II. Technical Specification

Features:

- All - metal body in gauge #22
- 4 - drawer
- Central – key – lock mechanism
- Color: Gray/Beige
- File cabinet type: Lateral
- File cabinet fully assemble
- File follower included – adjustable wire

Prepared by:



ENGR. JOHN HARVEY N. MILLENA
CFMD - RMU

Recommended by:



MGR. NOEL E. ALIMUIN
Head, RMU

Approved by:



AVP JOSE C. DELA FUENTE
Acting Head, CFMD
Per Office Order No. 234 dated 01 July 2021