



# PAMANTASAN NG LUNGSOD NG MUNTINLUPA

## NBP RESERVATION, CITY OF MUNTINLUPA

ASSOCIATION OF LOCAL COLLEGES AND UNIVERSITIES COMMISSION ON ACCREDITATION  
Tel. No.: (02) 695-2113



### REQUEST FOR QUOTATION

Date: November 8, 2022  
RFQ No.: 010-2022

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration No. (required): \_\_\_\_\_

The Pamantasan ng Lungsod ng Muntinlupa, through its Bids and Awards Committee, intends to procure for the **Supply and Delivery of Various Office Equipment and Supplies**, which will be undertaken in accordance with Section 52.1 (a) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

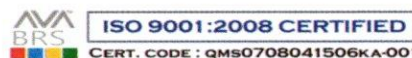
Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than the **DEADLINE** on **11 November 2022**.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. **Mayor's/Business Permit;**
2. **Latest Income/Business Tax Return;** and
3. **Accomplished and Notarized Omnibus Sworn Statement (Attached hereto as Annex "A")**

Open quotations may be submitted, manually or through email at the address and contact numbers indicated below.

For any clarification, you may contact at telephone no. **(02) 8478-3585 local 249** or email address at [sittiejohairaalawi@plmun.edu.ph](mailto:sittiejohairaalawi@plmun.edu.ph).



**YAN ANG TAMA** **YAN ANG MUNTINLUPA!**

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specification with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract (ABC)	
Supply and Delivery of Various Office Equipment and Supplies		One Hundred Sixty Seven Thousand One Hundred Seventy Five Pesos Only (₱167,175.00)	
<b>Technical Specifications:</b>			
Item Description	Compliance		Remarks
	Yes	No	
1. 300 pcs ArchFile, Green 3” 2-Ring Level Type Legal Size, with insert card on spine for labeling Side Clip Thick Durable			
2. 10 rolls 1” size Tape Clear 50m			
3. 2 packs Binding Cover 200 microns – Long, Clear			
4. 10 pcs Spring Ring Binder Plastic 2” size Color Black			
5. 1 unit Binding Machine Legal Heavy Duty 24 holes			
6. 2 pcs Puncher 2 Holes with Adjustment rail			
7. 50 reams Bond Paper 8.5” x 13” Legal Size Sub 24 80gsm			
8. 10 pack Specialty Paper Board 8.5” x 13” Green			
9. 1 box Folder Expandable Size: Long, Color: Green			
10. 1 box Folder Size Long, Color: White			
11. 150 pcs Arch file A5-3” Ex. Long Color: Black			
12. 150 reams Bond paper, 8.5 inch x 13 inch Long, Hard Copy 70 gsm			
*****nothing follows*****			

Your Quotation					
Summary of Approved Budget			Offered Quotation		
Item	Quantity	Total Price	Item	Quantity	Total Price
Supply and Delivery of Various Office Equipment and Supplies	1 lot	₱167,175.00	Supply and Delivery of Various Office Equipment and Supplies	1 lot	₱
<b>Total ABC (in PhP)</b>		<b>₱167,175.00</b>	<b>Total offered quotation (in PhP)</b>		<b>₱</b>

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected/
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specification and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11. Check payment shall be made after complete delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contactor.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Mobile Phone No./Fax No.

\_\_\_\_\_  
Email address/es

**Omnibus Sworn Statement**

REPUBLIC OF THE PHILIPPINES)  
CITY OF MUNTINLUPA) 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 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:* I am the sole proprietor of *[Name of Bidder]*, 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 Bidder]* 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 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;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of 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:* 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 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 Request for Quotation;
- 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 *Procurement of Training Bags*.

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.

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 is his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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 \_\_\_\_\_.