



## REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Supply and Delivery of Basic Emergency Kit, Planting Tools and Individual Tools for the conduct of Gender Responsive Disaster Risk Reduction Management (DRMM)/Calamity Operations Project Engagement (COPE) & Environmental Protection Program (Batch 1)** which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Reference No.	:	NHAXII-2020-0159
Name of Project	:	Supply and Delivery of Basic Emergency Kit, Planting Tools and Individual Tools for the conduct of Gender Responsive Disaster Risk Reduction Management (DRMM)/Calamity Operations Project Engagement (COPE) & Environmental Protection Program (Batch 1)
Specifications	:	Please refer to the Technical Specifications in "Annex A"
Approved Budget for the Contract (ABC)	:	Php 87,000.00
Source of Fund	:	Corporate Receipts
Delivery Term	:	Please refer to the Schedule of Requirements in "Annex A"

Interested Suppliers are required to submit the following documents:

- Mayor's/Business Permit;
- PhilGEPS Registration Number (Platinum Membership may be submitted in lieu of the Mayor's Business Permit and PhilGEPS Registration Number)
- Price Quotation Form (Annex "A") ; and
- Notarized Omnibus Sworn Statement (Annex "B").

Award of contract shall be made to the lowest quotation which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. Suppliers who offer or quote above the Approved Budget for the Contract (ABC) shall be automatically disqualified.

Any interlineations, erasures or overwriting shall be valid only if signed or initialed by the bidder or his/her duly authorized representative/s.

Deadline for submission of quotation and eligibility documents is on or before DEC. 11, 2020, 12:00 NN at NHA Region XII Office, 2/F, JYSL Bldg., cor. Balmores and Arellano Sts. Brgy. Zone II, City of Koronadal. Open submission may be submitted, manually or through email [robacnha12@gmail.com](mailto:robacnha12@gmail.com).

For any clarification, you may contact the ROBAC Secretariat of National Housing Authority-Region XII Office at Telephone No. (083) 228 8650 / 520 2478.

Very truly yours,

**RIZALINO G. CABAUG**  
NHA-XII, ROBAC Chairperson

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Chairperson, ROBAC  
 NATIONAL HOUSING AUTHORITY  
 Region XII Office, City of Koronadal

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

DESCRIPTION	SPECIFICATION	QTY	UNIT PRICE	TOTAL PRICE
Supply and Delivery of Basic Emergency Kit, Planting Tools and Individual Tools for the conduct of Gender Responsive Disaster Risk Reduction Management (DRMM)/Calamity Operations Project Engagement (COPE) & Environmental Protection Program (Batch 1)	<b>Basic Emergency Kit</b> *bag pack (25-30 L) *rechargeable flashlight *medical kit/first aid kit *rope (dia. 12mm, 20 m) *gloves (Orange Latex *rubber palm coated multipurpose) * life vest	4 sets		
	<b>Planting Tools</b> *shovel *wheelbarrow *watering can *rake	4 sets		
	<b>Individual Tools</b> *whistle *penlight *small trowel *gardening gloves	60 sets		
	<b>TOTAL</b> (inclusive of VAT and delivery charges)			
<i>Note: Please see the attached Technical Specification for the detailed requirements</i>				

Amount in words: \_\_\_\_\_

The above quoted prices are inclusive of all cost and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name\_\_\_\_\_  
Position/Designation\_\_\_\_\_  
PhilGEPS Registration No.\_\_\_\_\_  
Name of Company\_\_\_\_\_  
Contact No.

## **SCHEDULE OF REQUIREMENTS**

The bidder shall provide and deliver the required goods scheduled hereunder to the specified delivery place within the indicated contract duration upon receipt of the Notice to Proceed (NTP).

ITEM	SPECIFICATION	QUANTITY	PLACE OF DELIVERY	CONTRACT DURATION
<b>Supply and Delivery of Basic Emergency Kit, Planting Tools and Individual Tools for the conduct of Gender Responsive Disaster Risk Reduction Management (DRMM)/Calamity Operations Project Engagement (COPE) &amp; Environmental Protection Program (Batch 1)</b>				
I	<b>Basic Emergency Kit</b> *bag pack (25-30 L) *rechargeable flashlight *medical kit/first aid kit *rope (dia. 12mm, 20 m) *gloves (Orange Latex rubber palm coated multipurpose) * life vest <b>Planting Tools</b> *shovel *wheelbarrow *watering can *rake <b>Individual Tools</b> *whistle *penlight *small trowel *gardening gloves	4 sets	<b>Office:</b> ➤ NHA-Region XII Office  <b>Address:</b> ➤ 2/F JYSL Bldg., Cor. Balmores and Arellano Sts., Brgy. Zone II, City of Koronadal, South Cotabato.	7 calendar days
		4 sets		
		60 sets		

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## **TECHNICAL SPECIFICATIONS**

The bidder must state either “comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

ITEM	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE
<b>Supply and Delivery of Basic Emergency Kit, Planting Tools and Individual Tools for the conduct of Gender Responsive Disaster Risk Reduction Management (DRMM)/Calamity Operations Project Engagement (COPE) &amp; Environmental Protection Program (Batch 1)</b>		
I	<p><b>Basic Emergency Kit</b>            *bag pack (25-30 L)            *rechargeable flashlight            *medical kit/first aid kit            *rope (dia. 12mm, 20 m)            *gloves (Orange Latex rubber palm coated multipurpose)            * life vest</p> <p><b>Planting Tools</b>            *shovel            *wheelbarrow            *watering can            *rake</p> <p><b>Individual Tools</b>            *whistle            *penlight            *small trowel            *gardening gloves</p>	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for 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 the 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 the 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 specifications 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 NHA shall adopt and employ "draw lots" as the tie-breaking method to finally determined 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 NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NHA shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. In order to assure that the manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in case of Expendable Supplies, or a minimum period of one (1) year, in case of Non-expendable Supplies after the acceptance by the procuring entity of the delivered goods, in a form of either retention money equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period.

I hereby certify to agree with all the above terms and conditions.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## OMNIBUS SWORN STATEMENT

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REPUBLIC OF THE PHILIPPINES    )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) 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 or authorized representative 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:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

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 the 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:* The owner or sole proprietor is 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 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 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 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 \_\_\_\_\_