



October 14, 2022

### REQUEST FOR QUOTATION (RFQ)

The National Housing Authority – NCR East Sector Program Office, through East Sector Regional Office Bids and Awards Committee (ESROBAC) will undertake a Small Value Procurement of the “**Procurement of 30 Fuji Xerox Docu Centre SC2022 Toner Cartridges for Pasig/Marikina/Manggahan District Office**” in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

<b>Name of Project</b>	<b>PMMDO-RFQ-2022-006: Procurement of 30 Fuji Xerox Docu Centre SC2022 Toner Cartridges for Pasig/Marikina/Manggahan District Office</b>
<b>Brief Description</b>	See attached <b>Annex “A”</b>
<b>Location</b>	East Bank Road, Manggahan Floodway, Brgy. Sta. Lucia, Pasig City
<b>Approved Budget for the Contract (ABC)</b>	One Hundred Thirty Thousand Seven Hundred Ninety Nine Pesos and 99/100 Cents ( <b>Php 130,799.99</b> )
<b>Source of Funds</b>	MOOE
<b>Delivery</b>	Ten (10) working days upon receipt of Purchase Order (P.O.)

Interested Suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement
4. Price Quotation Form “Annex A”

Contract shall be awarded to the bidder with the lowest calculated bid and compliant to items description. The Suppliers with offers or quotes above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually or through email on or before **10:00 a.m., Thursday, October 20, 2022** at the address and contact details indicated below.

For any clarification, you may contact **Rocel H. Abustan, Administrative Services Officer – East Sector 2, Pasig/Marikina/Mangqahan District Office** at Tel. No. **(02)86568114, (02)86568166** or email at **admpmmdo@gmail.com** or **ncr.pmm@nha.gov.ph**.

  
**MONN ALEXANDER ONG**  
Chairperson, ESROBAC  
Officer-in-Charge, Pasig/Marikina/Manggahan District Office

**Annex "A"**

**PRICE QUOTATION FORM**

**PMMDO-RFQ No. 2022-006**

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

Sir/Madam:

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

Description	Specification	Quantity	Unit Price	Total Price
Procurement of thirty (30) Fuji Xerox Docu Centre SC2022 Toner Cartridges for Pasig/Marikina/Mangghahan District Office				
Inclusive of Delivery				

(Amount in Words) \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Designation

**Instructions:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any of the 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 in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract (ABC)		
Ref. No. 2022: <u>PMMDO-RFQ-2022-006</u> Procurement of 30 Fuji Xerox Docu Centre SC2022 Toner Cartidges for Pasig/Marikina/Manggahan District Office		One Hundred Thirty Thousand Seven Hundred Ninety Nine Pesos and 99/100 Cents (Php 130,799.99)		
No.	Item Description	Compliance		Remarks
		Yes	No	
<b>Specifications:</b>				
<b>Delivery Place:</b> East Bank Road, Manggahan Floodway, Brgy. Sta. Lucia, Pasig City				
<b>Period/Duration:</b> Ten (10) working days upon receipt of Purchase Order				
***** Nothing Follows*****				

YOUR QUOTATION					
Summary of Approved Budget			Offered Quotation		
Item	Qty.	Total Price	Item	Qty.	Total Price (Inclusive of VAT)
Location: Saint Peter St., Corner San Simon, Brgy. Holy Spirit, Quezon City					
Black Toner Cartidges for Fuji Xerox Docu Centre SC2022 - CT203020	15 pcs				
Cyan Toner Cartidges for Fuji Xerox Docu Centre SC2022 - CT203021	5 pcs				
Magenta Toner Cartidges for Fuji Xerox Docu Centre SC2022 - CT203022	5 pcs				
BYellow Toner Cartidges for Fuji Xerox Docu Centre SC2022 - CT203023	5 pcs				
<b>TOTAL (Php)</b>		<b>130,799.99</b>	<b>TOTAL OFFERED QUOTATION (Php)</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 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 initialled by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
10. 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.

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

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

\_\_\_\_\_  
Office Telephone No./Fax No.

\_\_\_\_\_  
Mobile Phone No.

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*