



12 May 2023

REQUEST FOR QUOTATION

(Pursuant to Approved Annual Procurement Plan Non-CSE for FY 2023)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply & Delivery of 175 units of Monobloc Chairs** with the following specifications:

Design: with multiple air vents allow airflow through the sitting surface
Height: 89 cm
Length: 54 cm
Width: 39 cm
Seat Height: 46 cm
Color: beige

Subject to the submission of the following requirements:

- 1) Photocopy of Mayor's/Business Permit - FY 2023;
- 2) Photocopy of PhilGEPS Registration Number;
- 3) Original Copy of Notarized Omnibus Sworn Statement: See attached Annex "A";
- 4) Price Quotation Form with Compliance to Specification: See attached Annex "B"

IMPORTANT TERMS AND CONDITIONS

1. All quotations submitted to this Authority are considered an offer. In the event that the quotation is accepted, a PURCHASE ORDER shall be placed with the Company offering the most advantageous terms to this Authority;
2. Delivery period shall be **forty-five (45) calendar days** upon receipt of the Purchase Order.
3. Goods supplied and delivered are subject to inspection and acceptance. Return/Exchange of non-conforming product(s) applies;
4. Price Validity shall be for a period of ninety (90) calendar days;
5. Payment will be on a No Down Payment and in a send Bill Arrangement. Full payment will be made after the completion of the event or delivery of the items/service;
6. Price quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.); and,
7. Full Payment shall be through bank transaction preferably with landbank account, otherwise the bank charges shall be included in the quotation.
8. This Authority reserves the right to reject any or all offers and may only accept such offers it may consider most economical and most advantageous to the Government.

9. Deadline for the submission of this Request for Quotation is **on or before 4:00 p.m. of 16 May 2023**, through:

Ms. Nonette Khalil M. Amparo, RN

Mobile No.: 0917-2426813

Room 302, 3rd Floor, Office of the Reconstitution Division

LRA Building East Avenue corner NIA Road, Diliman Quezon City

Ms. Maria Rudylyn A. Cebrero

Mobile No.: 0961-8837646

Property and Supply Section, Room 02, Lower Ground Floor

LRA Building, East Ave., corner NIA Road, Diliman, Quezon City.

10. APPROVED BUDGET for the CONTRACT (ABC): **One Hundred Six Thousand Nine Hundred Twenty Five Pesos (Php 106,925.00)**, VAT Inclusive.


ATTY. TRISTAN E. DE GUZMAN
Chairperson, LRA-BAC

Annex "A"

Omnibus Sworn Statement (Revised) *[shall be submitted with the Bid]*

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