



24 November 2023

REQUEST FOR QUOTATION

(Pursuant to Approved Supplemental Procurement Program SPP-09)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply and Delivery of Tokens for Stakeholders** with the following specifications:

200 set of Tokens for Stakeholders

1. GIFT WRAPPER 5X5

Size: 5" x 5" size of Gift Wrapper
Quantity: 5 pieces per set

2. PAPER BAG

Size: 400mm x 200mm x 400mm
GSM: 410 Artcard
Print Side: 2 Sides
Nylon Rope: Yellow, Hex #FFD700
Paper Color: Dark Blue, Hex #100883

3. CABLE POUCH ORGANIZER

Size: 33.02 cm x 3 cm x 27 cm
Color: Navy Blue
Material: Nylon
Closure Type: Zipper

4. TUMBLER

Size: Ø8.5cm x 24cm
32 oz
Metal Straw: Ø0.5 cm x 25.5 cm
Color: White or Dark Blue

5. ENGRAVED TUMBLER

Size: Ø6.5cm x 24cm
32 oz
Material: Wood

6. SPIRAL NOTEBOOK

Size: 18cm x 25cm
50 pages
With Lines
Material: Printed Design Matte Plastic Cover 200 gsm

7. A5 ENGRAVED LEATHER NOTEBOOK

Size: A5 - 148 x 210 mm
50 Pages
with Lines
Material: Engraved Design on the Full Grain Leather cover

8. RECYCLED NOTEBOOK

Size: Standard Sized Notebook - 110 x 210 mm
50 Pages
with Lines
Material: Printed on the Recycled Paper Cover

9. GOLF UMBRELLA

Size: Ø62 inches
Length: 35 inches
Type: - Automatic Open Golf Umbrella
- Windproof Golf Umbrella
Color: Navy blue or
Tricolor (Blue, Yellow, White)

10. SOLAR POWER BANK WITH WIRELESS CHARGING AND FLASHLIGHT

Electric Chip Type: 10000mAh
Color: Blue
Size: 183x87x20mm
Output: DC:5V/2A
Wireless charging output: 10W
Input: DC: 5V/2A
Max: 10W
Input type:
Type – C
Powerbank Features:
Built-in Wall Charger, Multiple Device Charging, Quick Charge 2.0, Quick Charge 3.0, fast charging

11. BALLPEN

Writing Type: Ballpoint Pen
Ballpen Type: Retractable
Size: Ø0.9 cm x 15cm

12. FLASH DRIVE

Size: 5.5 × 1.9 × 1 cm
Material: Plastic/Metal
Weight: 0.021 kg
Storage: 32GB

13. BALLPEN +FLASHDRIVE

Writing Type: Ballpoint Pen
Ballpen Type: Retractable
Size: Ø0.9 cm x 15cm
Storage: 16GB
Material: Metal + Laser Engraved Wood

14. PAPER WEIGHT

Size: Ø8.5 x 4cm
Weight: 123 g
Magnification: 8X
Material: Acrylic Lens

15. PERSONAL CARD HOLDER

Size: 10.16 cm x 7.366 cm x 0.254 cm
Color: Navy Blue
Wallet Type
Bifold
Material
Engraved Design on Leather

Note: Please see attached design mock-up ([Annex A](#))

Subject to the submission of the following requirements:

- 1) Photocopy of Mayor's/Business Permit - FY 2023;
- 2) Photocopy of PhilGEPS Registration Number;
- 3) Photocopy of Income/Business Tax Return;
- 4) Original Copy of Notarized Omnibus Sworn Statement: See attached Annex "A";
- 5) 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 **fifteen (15) 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 PM of 28 November 2023**, through:
 - a) **Ms. Maria Rudylyn A. Cebrero**
Mobile No. 0999-226-2745
Property and Supply Section, Room 02, Lower Ground Floor
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City
10. APPROVED BUDGET for the CONTRACT (ABC): **Nine Hundred Eighty Thousand Pesos Only (Php 980,000.00)**, 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 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]

Annex “B”

PRICE QUOTATION FORM WITH COMPLIANCE TO THE TECHNICAL SPECIFICATION

Date

Chairperson, LRA-BAC

Land Registration Authority
LRA Building, East Avenue corner NIA Road
Diliman, Quezon City

Dear **Chairperson**:

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:

Name of Project	Specifications	Qty.	Total Price (VAT inclusive)
Supply and Delivery of Tokens for Stakeholders	<ol style="list-style-type: none">1. GIFT WRAPPER 5X5 Size: 5” x 5” size of Gift Wrapper Quantity: 5 pieces per set2. PAPER BAG Size: 400mm x 200mm x 400mm GSM: 410 Artcard Print Side: 2 Sides Nylon Rope: Yellow, Hex #FFD700 Paper Color: Dark Blue, Hex #1008833. CABLE POUCH ORGANIZER Size: 33.02 cm x 3 cm x 27 cm Color: Navy Blue Material: Nylon Closure Type: Zipper4. TUMBLER Size: Ø8.5cm x 24cm 32 oz Metal Straw: Ø0.5 cm x 25.5 cm Color: White or Dark Blue5. ENGRAVED TUMBLER Size: Ø6.5cm x 24cm 32 oz Material: Wood	200 sets	

	<p>6. SPIRAL NOTEBOOK Size: 18cm x 25cm 50 pages With Lines Material: Printed Design Matte Plastic Cover 200 gsm</p> <p>7. A5 ENGRAVED LEATHER NOTEBOOK Size: A5 - 148 × 210 mm 50 Pages with Lines Material: Engraved Design on the Full Grain Leather cover</p> <p>8. RECYCLED NOTEBOOK Size: Standard Sized Notebook - 110 x 210 mm 50 Pages with Lines Material: Printed on the Recycled Paper Cover</p> <p>9. GOLF UMBRELLA Size: Ø62 inches Length: 35 inches Type: - Automatic Open Golf Umbrella - Windproof Golf Umbrella Color: Navy blue or Tricolor (Blue, Yellow, White)</p> <p>10. SOLAR POWER BANK WITH WIRELESS CHARGING AND FLASHLIGHT Electric Chip Type: 10000mAh Color: Blue Size: 183x87x20mm Output: DC:5V/2A Wireless charging output: 10W Input: DC: 5V/2A Max: 10W Input type: Type – C Powerbank Features: Built-in Wall Charger, Multiple Device Charging, Quick Charge 2.0, Quick Charge 3.0, fast charging</p> <p>11. BALLPEN Writing Type: Ballpoint Pen Ballpen Type: Retractable Size: Ø0.9 cm x 15cm</p> <p>12. FLASH DRIVE Size: 5.5 × 1.9 × 1 cm Material: Plastic/Metal Weight: 0.021 kg Storage: 32GB</p> <p>13. BALLPEN +FLASHDRIVE Writing Type: Ballpoint Pen Ballpen Type: Retractable</p>		
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	<p>Size: Ø0.9 cm x 15cm Storage: 16GB Material: Metal + Laser Engraved Wood</p> <p>14. PAPER WEIGHT Size: Ø8.5 x 4cm Weight: 123 g Magnification: 8X Material: Acrylic Lens</p> <p>15. PERSONAL CARD HOLDER Size: 10.16 cm x 7.366 cm x 0.254 cm Color: Navy Blue Wallet Type Bifold Material Engraved Design on Leather</p>		
TOTAL PRICE QUOTATION:			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.