



Republic of the Philippines
 Department of Science and Technology
Technology Application and Promotion Institute

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

The Technology Application and Promotion Institute (TAPI), through its Bids and Awards Committee, will undertake an Alternative Method of Procurement through **Small Value Procurement (Sec. 53.9)** for the following project:

Name of Project: **“Procurement of Office Supplies for Q4”**

Total Approved Budget for the Contract (ABC): **Php 56,576.67** (Inclusive of government taxes and other applicable fees/charges)

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1 lot	Php 56,576.67	Per item	OFFICE SUPPLIES
		25 pcs	Data Filer (Black)
		25 reams	Copy Paper, A 80gsm
		5 reams	Copy Paper, A4 100 gsm
		12 Piece	Ballpen (Blue,Liquid Ink)
		2 Box	Clip Backfold 41mm
		1 Piece	Permanent Marker Blue
		1 Rolls	Scotch tape 1", x30m
		2 Bottle	Stamp Pad Ink (30ml,Violet)
		10 pack	BATTERY, dry cell, AA, 4 pieces per blister pack
		10 pack	BATTERY, dry cell, AAA, 4 pieces per blister pack
		4 pcs	Gel Pen
		3 pad	Note pad 2x2
		2 pad	Sign Here Tab
		10 pack	BATTERY, dry cell, AA (2 pieces per blister pack)
		10 pack	BATTERY, dry cell, AAA (2 pieces per blister pack)
		21 piece	BALLPEN, BLUE, fine retractable ballpoint rubber grip 0.7mm
		40 piece	BALLPEN, BLUE, ordinary
		1 box	CORRECTION TAPE, refill set of 10
		10 piece	DATA FILE BOX, with lid (blue)
		10 piece	DATA FILE box, made of chipboard, with closed ends
		5 piece	FILE ORGANIZER, expanding plastic 12 pockets
		1 box	FOLDER Pressboard legal size for ISO
		5 piece	MARKER, WHITEBOARD, black
		2 piece	MARKER, PERMANENT black/BLUE
		5 piece	NOTEBOOK
		3 piece	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
		20 pack	Sign Here Tab
		15 reams	COPY PAPER, A4, 80gsm
		5 reams	COPY PAPER, F4, 80gsm
		5 packs	Photo Paper, A4 Size (20 Sheets per pack)
		300 pcs	CERTIFICATE/DOCUMENT HOLDER, A4, Clear Plastic
		3 pcs	TAPE, DOUBLE SIDED (tissue type)
		3 pcs	TAPE, DOUBLE SIDED (foam type)
		3 pcs	TAPE, CARPET
		1 pcs	TAPE, CAUTION
		3 boxes	Ballpen, My Gel .5 (blue)
		3 boxes	Ballpen, regular point (blue) 12pcs/box
		3 pcs	Highlighter, Yellow

		6 pcs	Furniture Cleaner
		6 pcs	Air Freshener
		2 pcs	Straw Rope
		4 pcs	USB, 64GB Flash Drive

DELIVERY PERIOD: 7-15 days

WARRANTY PERIOD: _____

Interested suppliers are required to submit the following valid and current eligibility documentary requirements (**Note: Failure to submit the following documents will result to DISQUALIFICATION**):

1. Mayor's/Business Permit (The line of business should be related to the procurement project). In case not yet available, Mayor's or Business Permit for the preceding year with the Official Receipt for renewal of application;
2. PhilGEPS Registration Certificate/Registration No.;
3. Duly signed Omnibus Sworn Statement (OSS) or notarized OSS (attached revised OSS format); ; and
4. Duly signed Price Quotation Form (use Annex "A" ONLY).

SUBMIT THE DULY SIGNED PRICE QUOTATION FORM (Annex A) AND SCANNED COPY OF ELIGIBILITY DOCUMENTS to the BAC Secretariat on or before **13 November 2023 –Monday – 5:00 PM** through electronic-mail at procurement@tapi.dost.gov.ph.

Bidders must bid on **ALL ITEMS**. Award of contract shall be made to the lowest quotation, **WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND/OR DESCRIPTION AND WITHIN THE ABC PER ITEM** as stated above, and other terms and conditions stated therein.

If the bidder "**Passed**" the Post-Qualification (PQ) and declared Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the following documents within **three (3) calendar** days upon receipt of notification that they passed the PQ before the BAC issue the corresponding Notice of Award (NOA):

1. Duly notarized Omnibus Sworn Statement (OSS); and
2. Special Power of Attorney (SPA) delegating such authority to the person, if a person other than the general manager or sole proprietor submits a bid for or represents the company for the bidding activities.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s. The Technology Application and Promotion Institute (TAPI) reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may email us at procurement@tapi.dost.gov.ph.

Very truly yours,



CAEZAR ANGELITO E. ARCEO

Chairperson , BAC

Annex “A”

PRICE QUOTATION FORM

Date _____

The Bids and Awards Committee
Technology Application and Promotions Institute
TAPI Bldg. DOST Compound, Gen. Santos Avenue,
Bicutan, Taguig City

Sir/Madam:

After Having Carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item No	Qty & Unit	DESCRIPTION	Bid Offer per Unit	Total Bid Price per Item
1 lot	25 pcs 25 reams 5 reams 12 Piece 2 Box 1 Piece 1 Rolls 2 Bottle 10 pack 10 pack 4 pcs 3 pad 2 pad 10 pack 10 pack 21 piece 40 piece 1 box 10 piece 10 piece 5 piece 1 box 5 piece 2 piece 5 piece 3 piece 20 pack 15 reams 5 reams 5 packs 300 pcs 3 pcs 3 pcs 3 pcs 1 pcs 3 boxes 3 boxes 3 pcs 6 pcs 6 pcs 2 pcs 4 pcs	Data Filer (Black) Copy Paper, A 80gsm Copy Paper, A4 100 gsm Ballpen (Blue,Liquid Ink) Clip Backfold 41mm Permanent Marker Blue Scotch tape 1", x30m Stamp Pad Ink (30ml,Violet) BATTERY, dry cell, AA, 4 pieces per blister pack BATTERY, dry cell, AAA, 4 pieces per blister pack Gel Pen Note pad 2x2 Sign Here Tab BATTERY, dry cell, AA (2 pieces per blister pack) BATTERY, dry cell, AAA (2 pieces per blister pack) BALLPEN, BLUE, fine retractable ballpoint rubber grip 0.7mm BALLPEN, BLUE, ordinary CORRECTION TAPE, refill set of 10 DATA FILE BOX, with lid (blue) DATA FILE box, made of chipboard, with closed ends FILE ORGANIZER, expanding plastic 12 pockets FOLDER Pressboard legal size for ISO MARKER, WHITEBOARD, black MARKER, PERMANENT black/BLUE NOTEBOOK RECORD BOOK, 500 PAGES, size: 214mm x 278mm min Sign Here Tab COPY PAPER, A4, 80gsm COPY PAPER, F4, 80gsm Photo Paper, A4 Size (20 Sheets per pack) CERTIFICATE/DOCUMENT HOLDER, A4, Clear Plastic TAPE, DOUBLE SIDED (tissue type) TAPE, DOUBLE SIDED (foam type) TAPE, CARPET TAPE, CAUTION Ballpen, My Gel .5 (blue) Ballpen, regular point (blue) 12pcs/box Highlighter, Yellow Furniture Cleaner Air Freshener Straw Rope USB, 64GB Flash Drive		

			TOTAL BID OFFER	
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Delivery Period: _____

Warranty Period: _____

Total amount in words:

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

Very truly yours,

Signature over Printed Name of Representative

Name of Company

Company Address:

Email Add: _____ Contact No/s:

Business / Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)

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.

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 _____

* This form will not apply for WB funded projects

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, single/married, Filipino, a resident of _____, and the Proprietor/Owner of _____, with principal place of business at _____, do hereby name, constitute, and appoint _____, Filipino, also of legal age, single/married, and a resident of _____, to be my true and lawful attorney-in-fact, for me and in my name, place, and stead, to do the following:

1. To represent _____ in the public bidding/procurement process of _____ for its _____ project;
2. To participate and sign all the needed documents for the said bidding/procurement process;
3. To submit the eligibility documents that will be required by _____ for the said purpose;
4. To attend in the Bid Opening and Post-Qualification evaluation;
5. To coordinate with _____ and do any other act/s necessary to carry out the aforementioned tasks which I authorized him to do in behalf of _____.

HEREBY GIVING AND GRANTING unto my attorney-in-fact full power and authority to do and perform all and every act requisite or necessary to carry into effect the foregoing authority, as fully to all intents and purposes as I might or could lawfully do if personally present, with full power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact or their substitute/s shall lawfully do or cause to be done by virtue thereof.

IN WITNESS WHEREOF, I have hereunto set our hands this _____ day of _____, in _____.

Principal

Specimen Signatures of the Attorneys-In-Fact:

Signed in the Presence of:

REPUBLIC OF THE PHILIPPINES]
City of _____] Sc.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of _____, on this
_____, in the City of _____, personally appeared;

Names	Government ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

I hereby certify that the foregoing instrument, referring to a Special Power of Attorney, consists of
_____ [] pages, including this page of acknowledgment.

IN WITNESS WHEREOF, I have hereunto set my signature and affixed my notarial seal on the date
and at the place first above-written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.