



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

03 November 2020

**REQUEST FOR QUOTATION**

**PROCUREMENT OF UNIVERSAL BLUETOOTH MOUSE**  
**RFQ No. 2020-007**

1. The Department of Health (DOH), hereinafter referred to as “the Purchaser”, has a requirement for the **Procurement of Universal Bluetooth Mouse** for the use of Knowledge Management and Information Technology Service (KMITS) with an Approved Budget for the Contract (ABC) of One Hundred Fifty Thousand Philippine Peso (PhP150,000.00).
2. Bidding procedures will be conducted in accordance with the 2016 Implementing Rules and Regulations of Republic Act (RA) 9184.
3. Quotations must be delivered at the PROCUREMENT SERVICE / COBAC Secretariat, Ground Floor, Bldg. No. 6, DOH, San Lazaro Compound, Sta. Cruz, Manila on or before **9:00 A.M., 11 November 2020.**
4. Your price quotation must be quoted in Philippine Pesos and must include the unit price and total price, inclusive of all taxes to be paid if the contract is awarded.
5. All quotations must be type or written in indelible ink and must be placed in sealed envelope marked “**Procurement of Universal Bluetooth Mouse**” (RFQ No. 2020-007).
6. Bids shall be valid for *ninety (90) calendar days* from the Opening of Bids.
7. The delivery period is forty-five (45) calendar days upon receipt of approved Notice to Proceed.
8. DELIVERY SITE is **DOH Central Office Warehouse, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila**
9. The applicable rate for late deliveries is one tenth (1/10) of the one (1) percent of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it.
10. The DOH reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
11. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.

**12. The prospective bidder shall submit three (3) set of true copies of the original certified as such by the bidder or his duly authorized signatory of the following requirements sealed in one envelope:**

- a. Duly accomplished and signed Price Quotation, inclusive of all taxes;
- b. Duly accomplished and signed Technical Specifications;
- c. Duly signed Schedule of Requirements;
- d. PhilGEPS Registration Number;
- e. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or equivalent document for Exclusive Economic Zones or Areas together with the corresponding copy of receipt of payments of said permit.

*In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the S/LCRB after the award of contract but before payment (GPPB Circular 09-2020)*

- f. Latest Annual Income Tax/Business Tax Return also refer to the VAT or Percentage Tax Returns covering the previous 6 months.
- g. Omnibus Sworn Statement (Refer to the attached forms); and
- h. Duly notarized authority of the signatory:
  - 1. Secretary's Certificate (i.e. corporation; joint venture agreement), or
  - 2. Special Power of Attorney (i.e. sole proprietorship; partnership); or
  - 3. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration

*Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution 09-2020)*

**NOTE:** Bidders may submit their bid proposal on or before **11 November 2020, 9:00 AM.** to the COBAC-B Secretariat through any of the following options:

1. ***Preferably***, in printed copy to be submitted at the *G/F, Bldg. 6, Department of Health, San Lazaro Compound*; or
2. In soft copy via e-mail to **cobacbsecretariat.doh@gmail.com** provided that it complies with the following condition:
  - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 IRR of RA 9184*;
  - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
  - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
  - iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 IRR of RA 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 IRR of RA 9184)*

Further, once the GCQ is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, whichever comes first, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

**Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements and Authority of the Signatory Forms.**

**(SGD.) GERARDO V. BAYUGO, MD, MPH, CESO III**  
Undersecretary of Health  
COBAC-B Chairperson

## PRICE QUOTATION

### PROCUREMENT OF UNIVERSAL BLUETOOTH MOUSE

RFQ No. 2020-007

Item No.	Item Description	Qty.	Unit	Unit Cost (PhP)	Total Cost (PhP)
1	Universal Bluetooth Mouse	100	Unit		

- All price offered (unit price and total bid price) must be type or written indelible ink.
- Bids will be valid until *Ninety (90) calendar days from the Submission and Opening of Quotations.*

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

Signature over Printed Name  
[date of signing]

In the capacity of  
Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]

:[Name of Company]

[Complete office address]

[Official Email Address]

[Telephone No. / Fax No.]

## Technical Specifications

Item	Specification	Statement of Compliance
		<p><b>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. <u>Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</u></b></p> <p>A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.</p>

Signature over Printed Name  
[date of signing]

In the capacity of  
Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]  
:[Name of Company]  
[Complete office address]  
[ Official Email Address]  
[Telephone No. / Fax No.]

## ***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item No.</b>	<b>Particular</b>	<b>Qty.</b>	<b>Unit</b>	<b>TOTAL ABC (PhP)</b>	<b>Delivery Site</b>	<b>Delivery Schedule</b>
1	Universal Bluetooth Mouse	100	Unit	150,000.00	DOH Central Office Warehouse, Rizal Avenue, Sta. Cruz, Manila	Forty-five (45) calendar days upon receipt of approved Notice to Proceed

Signature over Printed Name  
*[date of signing]*

In the capacity of  
Duly authorized to sign bid for and on behalf of

:*[title or other appropriate designation]*

:*[Name of Company]*

*[Complete office address]*

*[Fax No. ]*

*[Official Email Address]*

## Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>		
<b>Item No. 1</b>	<b>Universal Bluetooth Mouse</b>	<b>Qty/Unit: 100 units</b>
<b>Name of Manufacturer:</b>		<b>Country of Origin:</b>
<b>Brand:</b>		<b>Model (If applicable)</b>
<b>ABC: PhP150,000.00</b>		
<b>PURCHASER'S SPECIFICATION</b>		<b>SUPPLIER'S SPECIFICATION</b>
<b>A. Detailed Technical Specifications:</b> <b>1. Technical Specifications</b> a) Connection Type: 2.4 GHz wireless connection b) Wireless Range: 10 meters c) Connect/Power: Yes, on/off switch d) Battery Details: 1 x AA e) Battery Life: 18 months f) DPI (Min/Max): 1000± g) Sensor resolution: 1000 dpi h) Scroll Wheel: Yes, 2D, optical i) Number of buttons: 3 j) Standard and Special Buttons: Middle click  <b>2. System Requirements:</b> a) Windows® 10 or later, Windows 8, Window RT, Windows 7 b) Windows OS X 10.5 or later c) Chrome OS™ d) Linux Kernel 2.6+2 e) USB connection: available USB port required.  <b>3. Package Content</b> a) Mouse b) 1 AA battery (pre-installed) c) User documentation		
<b>B. Warranty</b>  1. One (1) year limited hardware warranty		
<b>C. Additional Technical Requirements to be attached with this form, <u>arranged, numbered, and tabbed</u> as enumerated below:</b>  1) Certification that this product should still be available in the market for the next three (3) years; 2) Certificate of After Sales Service and Parts; 3) After Sales Support within one (1) year / Certification of availability of parts;		

Republic of the Philippines  
Department of Health  
TECHNICAL SPECIFICATIONS

<b>Item No. 1</b>	<b>Universal Bluetooth Mouse</b>	<b>Qty/Unit: 100 units</b>
<b>Name of Manufacturer:</b>		<b>Country of Origin:</b>
<b>Brand:</b>		<b>Model (If applicable)</b>
<b>ABC: PhP150,000.00</b>		
<b>PURCHASER'S SPECIFICATION</b>		<b>SUPPLIER'S SPECIFICATION</b>
<p>4) The bidder shall submit any of the following whichever is applicable:</p> <ul style="list-style-type: none"> <li>a) If the bidder is the manufacturer, certify that the bidder manufactures the products/items; or</li> <li>b) If the bidder is an Exclusive / Authorized Distributor or Dealer of the products/items, Certificate or Contract from the manufacturer must be provided as proof that the bidder is an Exclusive / Authorized Distributor or Dealer of the products/items; or</li> <li>c) If the bidder is an agent of the exclusive distributor or dealer the following must be provided: <ul style="list-style-type: none"> <li>i. Certificate or Distributorship/Dealership Agreement by the Manufacturer with the distributor or dealer; and</li> <li>ii. Contract between the distributor/dealer and the bidder</li> </ul> </li> </ul> <p>5) Original Brochure or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification;</p>		

Signature over Printed Name  
[date of signing]

In the capacity of  
Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]  
:[Name of Company]  
[Complete office address]  
[Fax No. ]  
[ Official Email Address]



**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**X-----X**

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

**(Resolution No. \_\_\_\_\_)**

**RESOLVED**, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hands this \_\_\_\_ day of [month] [year] at [place of execution].

\_\_\_\_\_  
[Corporate Secretary]

**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 \_\_\_\_.

**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**X-----X**

**SPECIAL POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS** that the undersigned [name], [title] of [name of Company], is lawfully authorized to represent and act on behalf of the [name of company], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [name], [title] of [name of company] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

**HEREBY GIVING AND GRANTING** unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to be done under and by virtue of these presents.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hands this \_\_\_\_ day of [month] [year] at [place of execution].

\_\_\_\_\_  
[Principal]

\_\_\_\_\_  
[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

\_\_\_\_\_  
**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]

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Series of \_\_\_\_



*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  
[JURAT]

**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]

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.  
X ----- X

### SWORN STATEMENT

I, *[Name of Affiant]*, the Authorized Representative, of *[Name of Company]*, with an office address at *[Address of the Company]*, after having been duly sworn in accordance with law, do hereby depose and state that:

I, on behalf of our company, is participating in the Public Bidding of the Department of Health (DOH) for the procurement of \_\_\_\_\_ under RFQ No. \_\_\_\_\_;

I, hereby pledge to observe and respect the Code of Conduct of the DOH such as but not limited to the rule of "Conflict of Interest" and "No Gift-Giving Policy";

I, confirm that our company does not have any current engagement and/or partnership, joint sponsorship or any other activity with the tobacco industry;

In the event that our company violated the afore-mentioned rules or found to have a misrepresentation against this pledge, it shall be a ground for an automatic disqualification of our bid without prejudice to the institution of an administrative, civil or criminal action;

That I am executing this affidavit to attest to the truthfulness of the foregoing and to comply with the post-qualification requirement for the procurement of \_\_\_\_\_ under IB No. \_\_\_\_\_.

In witness whereof, I have hereunto affixed my signature this \_\_\_\_\_ day of 20\_\_\_\_ at the \_\_\_\_\_.

\_\_\_\_\_  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines, affiant was 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 identification card used]*, with his/her photograph and signature appearing thereon, 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]*

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