



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

04 May 2022

REQUEST FOR QUOTATION

PROCUREMENT OF VARIOUS OFFICE SUPPLIES
RFQ No. 2022-001-A

Name of Company

Address

Telephone Numbers

1. The Department of Health (DOH), herein after referred to as “the Purchaser” has a requirement for the **Procurement of Various Office Supplies** for the use of **Administrative Service-General Services Division (AS-GSD)** with an Approved Budget for the Contract (ABC) of **Eight Hundred Sixty Thousand Six Hundred Forty Three Philippine Pesos and Forty Five Centavos (PhP860,643.45)**.
2. Bidding procedures will be conducted in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act (RA) No. 9184.
3. Quotations must be delivered at the Procurement Service, Ground Floor, Building No. 6, Department of Health (DOH), San Lazaro Compound, Sta. Cruz, Manila on or before **13 May 2022, 9:00A.M.**
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 typed or written in indelible ink and must be placed in sealed envelope marked “**Procurement of Various Office Supplies**” (RFQ No. 2022-001-A).
6. Bids shall be valid for *ninety (90) calendar days* from the Opening of Quotations.
7. Delivery period: **Thirty (30)** calendar days upon receipt of approved Notice to Proceed (NTP).
8. DELIVERY SITE: DOH Central Office, Supply Depot
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) quotation only, otherwise, all quotations made shall automatically be rejected.
12. **The prospective bidder shall submit three (3) sets 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 the equivalent document for Executive Economic zones or are as together with the corresponding copy of the receipt of payment for the 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 Permit 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 LCRB after the award of contract but before payment (GPPB Circular No. 09-2020)

- f) 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 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 No. 09-2020)

NOTE: Bidders may submit their bid proposal on or before **13 May 2022, 9:00A.M.** to the COBAC-E Secretariat through any of the following options:

1. In printed copy to be submitted at the *Ground Floor, Building No. 6, DOH, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to cobacesecretariat@doh.gov.ph provided that it complies with the following conditions:
 - 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 Revised IRR of RA No. 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 Revised IRR of RA No. 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 Revised IRR of RA No. 9184)

Further, once the Community Quarantine 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.

Thank you.

Very truly yours,

LILIBETH C. DAVID, MD, MPH, MPM, CESO I
Undersecretary of Health
Chairperson, COBAC-E

PRICE QUOTATION

PROCUREMENT OF VARIOUS OFFICE SUPPLIES RFQ No. 2022-001-A

Lot No.	Item Description	Qty.	Unit	ABC (PhP)	Total Bid Price (PhP)
1	Writing Supplies	1	Lot	268,955.00	
2	Paper and Stationary Supplies	1	Lot	319,518.70	
3	Tapes and Adhesive Materials	1	Lot	200,300.00	
4	Miscellaneous	1	Lot	71,869.75	
TOTAL				860,643.45	

- All price offered (unit price and total bid price) must be type or written in indelible ink.
- Price validity shall be for a period of Ninety (90) calendar days.

After having carefully read and accepted your conditions, I / We quote you on the lot/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]
[Contact No./ Fax No.]
[Email Address]

Technical Specifications

Republic of the Philippines Department of Health			
TECHNICAL SPECIFICATIONS			
Item No.		Quantity	
ABC:			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		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>	

 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]
[Telephone No. / Fax No.]
[Email Address:]

Technical Specifications

Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

Lot No.1	Writing Supplies	Qty./Unit	1 lot																														
Total ABC for Lot No. 1: PhP268,955.00																																	
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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]

[Telephone No/Fax No.]

[Email Address]

Technical Specifications

Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

Lot No. 2	Paper and Stationary Supplies	Qty./Unit	1 lot																																																
Total ABC for Lot No. 2: PhP319,518.70																																																			
PURCHASER’S SPECIFICATION		STATEMENT OF COMPLIANCE																																																	
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Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

Lot No. 2	Paper and Stationary Supplies	Qty./Unit	1 lot
Total ABC for Lot No. 2: PhP319,518.70			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
	a. Sign Here flags b. Assorted colors c. 20 sheets x 5 pads d. 10mm x 48mm		
2.12	Index Card 1/2 Plain 50 sheets per pack a. Index Card 1/2 b. 50 sheets per pack	220	Pack
2.13	Laminating film, A4, 100 sheets per box a. Attr: 125 Microns b. Size: A4 c. Color: Clear	32	Box
2.14	Illustration board 760mm x 1000mm a. Size: 760mm x 1000mm	10	Piece
2.15	Specialty board paper 8 1/2 x 11 white 10 sheets/pack a. Color: White b. Size: 8 1/2" x 11" c. 10 sheets per pack	350	Pack
2.16	Corkboard 36in x 46in (3 x 4 ft) with aluminum frame a. 36x46 inches (3x4 ft) b. With aluminum frame	2	Piece
2.17	Corkboard 48in x 72in (4 x 6 ft) with aluminum frame a. 8 x 72 inches (4x6 ft)	2	Piece
B. <u>Additional Requirement(s) to be attached with this form, arranged, numbered and tabbed as enumerated below:</u> 1. One (1) sample per item.			

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]
[Telephone No/Fax No.]
[Email Address]

Technical Specifications

Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

Lot No. 3	Tapes and Adhesive Materials	Qty./Unit	1 lot																												
Total ABC for Lot No. 3: PhP200,300.00																															
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE																													
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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]
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Technical Specifications

Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

Lot No. 4	Miscellaneous	Qty./Unit	1 lot																																
Total ABC for Lot No. 4: PhP71,869.75																																			
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4.6	Store and Save, Storage Box a. Storage Box with Lid b. Color: Kraft	25	Piece																																
4.7	Corrugated box, standard large a. Kraft b. Width: 14.17" x Length: 22" x Height: 12.2"	30	Piece																																
B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u>																																			
1. One (1) sample per item.																																			

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]

[Telephone No/Fax No.]

[Email Address]

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.

Lot No.	Item Description	Qty.	Unit	Delivery Site	Delivery Schedule
1	Writing Supplies	1	Lot	DOH Central Office, Supply Depot	Thirty (30) calendar days upon receipt of approved Notice to Proceed (NTP).
2	Paper and Stationary Supplies	1	Lot		
3	Tapes and Adhesive Materials	1	Lot		
4	Miscellaneous	1	Lot		

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]
[Contact No./ Fax No.]
[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 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]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____

ELIGIBILITY REQUIREMENTS CHECKLIST

PROCUREMENT OF VARIOUS OFFICE SUPPLIES RFQ No. 2022-001-A

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the form as provided for in the Request for Quotation;
B.1.	One (1) sample per item;
C.	Duly signed Schedule of Requirements using the attached form;
D.	PhilGEPS Registration Number;
E.	<p>Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA9184) together with corresponding copy of the receipt of payment of the said permit;</p> <p>NOTE: <i>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, <u>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 LCRB after the award of contract but before payment (GPPB Circular 09-2020)</u></i></p>
F.	<p>Duly notarized authority of the signatory using the attached form, whichever is applicable:</p> <ol style="list-style-type: none">1. Secretary's Certificate (i.e. corporation; joint venture agreement); or2. Special Power of Attorney (i.e. sole proprietor, partnership); or3. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration