



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

10 January 2023

**REQUEST FOR QUOTATION**

**PROCUREMENT OF VARIOUS WRITING SUPPLIES**  
**RFQ No. 2022-003**

\_\_\_\_\_  
**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 Writing Supplies** for the use of **Administrative Service- General Services Division (AS-GSD)** with an Approved Budget for the Contract (ABC) of Six Hundred Thirteen Thousand Two Hundred Fifty Two Philippine Pesos (PhP613,252.00).
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 **25 January 2023, 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 Writing Supplies**” (RFQ No. 2022-003).
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 **25 January 2023, 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](mailto: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,

*(Signed)*

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

# PRICE QUOTATION

## PROCUREMENT OF VARIOUS WRITING SUPPLIES RFQ No. 2022-003

Item No.	Item Description	Qty.	Unit	ABC (PhP) per item	Total Bid Price per item (PhP)
1.	Ballpen, Black	8,313	Piece	99,756.00	
2.	Ballpen, Blue	8,042	Piece	96,504.00	
3.	Ballpen, Green	100	Piece	1,200.00	
4.	Ballpen, Red	1,720	Piece	20,640.00	
5.	Ballpen, Black Gel Pen	1,100	Piece	30,800.00	
6.	Ballpen, Blue Gel Pen	1,270	Piece	35,560.00	
7.	Ballpen, Red Gel Pen	150	Piece	4,200.00	
8.	Ballpen, Green Gel Pen	55	Piece	1,540.00	
9.	OHP marking pen, Fine point, 6 colors per set	70	Set	27,650.00	
10.	Paper, Copy Paper (A3)	307	Ream	150,430.00	
11.	Assorted Colored Paper A4	381	Ream	74,295.00	
12.	Cartolina White, 10 sheets per pack	32	Pack	2,560.00	
13.	Manila Paper	182	Pack	8,190.00	
14.	Index Card ½, Plain	326	Pack	25,102.00	
15.	Index Card 3" x 5"	5	Pack	525.00	
16.	Index Card 4" x 5"	25	Pack	625.00	
17.	Notepad, Stick on 2x2 sticky cubes	210	Pad	16,800.00	
18.	Paper Pad Sticker, A4 size	245	Pack	11,025.00	
19.	Paper sticker, Matte	130	Pack	5,850.00	
<b>TOTAL</b>				<b>613,252.00</b>	

- 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:			
<b>PURCHASER'S SPECIFICATION</b>	<b>STATEMENT OF COMPLIANCE</b>		
	<p>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. <b><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>		

\_\_\_\_\_  
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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No.1	Ballpen, Black	Qty./Unit	8,313 pieces
Total ABC for Item No. 1: <b>PhP99,756.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Pen Tip Size: 0.5 mm 2. Color: Black			
<b>B. <u>Additional Requirement(s) to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 2	Ballpen, Blue	Qty./Unit	8,042 pieces
Total ABC for Item No. 2: <b>PhP96,504.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Pen Tip Size: 0.5 mm 2. Color: Blue			
<b>B. <u>Additional Requirement(s) to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 3	Ballpen, Green	Qty./Unit	100 pieces
Total ABC for Item No. 3: <b>PhP1,200.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Pen Tip Size: 0.5 mm 2. Color: Green			
<b>B. <u>Additional Requirement(s) to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 4	Ballpen, Red	Qty./Unit	1,720 pieces
Total ABC for Item No. 4: <b>PhP20,640.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Pen Tip Size: 0.5 mm 2. Color: Red			
<b>B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 5	Ballpen, Black Gel Pen	Qty./Unit	1,100 pieces
Total ABC for Item No. 5: <b>PhP30,800.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Color: Black 2. Pen Tip Size: 0.5 mm 3. Gel ink type			
<b>B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 6	Ballpen, Blue Gel Pen	Qty./Unit	1,270 Pieces
Total ABC for Item No. 6: <b>PhP35,560.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Color: Blue 2. Pen Tip Size: 0.5 mm 3. Gel ink type			
<b>B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 7	Ballpen, Red Gel Pen	Qty./Unit	150 Pieces
Total ABC for Item No. 7: <b>PhP4,200.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Color: Red 2. Pen Tip Size: 0.5 mm 3. Gel ink pen			
<b>B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 8	Ballpen, Green Gel Pen	Qty./Unit	55 pieces
Total ABC for Item No. 8: <b>PhP1,540.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Ballpen 2. Color: Green 3. Pen Tip Size: 0.5 mm 4. Gel ink pen			
<b>B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 9	OHP marking pen, Fine point, 6 colors per set	Qty./Unit	70 Sets
Total ABC for Item No. 9: <b>PhP27,650.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Technical Specifications:</b>  1. Fine point 2. 6 colors per set			
<b>B. <u>Additional Requirements to be attached with this form, arranged, numbered and tabbed as enumerated below:</u></b>  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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 10	Paper, Copy Paper (A3)	Qty./Unit	307 Reams
Total ABC for Item No. 10: <b>PhP150,430.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. 11.7"x 16.5" or A3 size 2. 80 gsm.			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 11	Assorted Colored Paper A4	Qty./Unit	381 Reams
Total ABC for Item No. 11: <b>PhP74,295.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Assorted colors per ream (yellow, pink, blue, yellow) 2. 80 gsm. 3. Size: A4			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 12	Cartolina White, 10 sheets per pack	Qty./Unit	32 Packs
Total ABC for Item No. 12: <b>PhP2,560.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Color: White 2. 10 sheets per pack			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 13	Manila Paper	Qty./Unit	182 Packs
Total ABC for Item No. 13: <b>PhP8,190.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Color: Yellow 2. Packaging Size: 10 sheets per pack			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 14	Index Card ½, Plain	Qty./Unit	326 Packs
Total ABC for Item No. 14: <b>PhP25,102.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Size: 5 x 8 inches (1/2) 2. Color: White 3. Packaging Size: 50 pcs. per pack			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 15	Index Card 3” x 5”	Qty./Unit	5 Packs
Total ABC for Item No. 15: <b>PhP525.00</b>			
<b>PURCHASER’S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Size: 3” x 5” 2. Ruled: White 3. 500 pcs. per pack			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 16	Index Card 4" x 5"	Qty./Unit	25 Packs
Total ABC for Item No. 16: <b>PhP625.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Size: 4" x 5" 2. Color: White 3. 100 pcs. per pack			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 17	Notepad, Stick on 2x2 Sticky Cube	Qty./Unit	210 Pads
Total ABC for Item No.17: <b>PhP16,800.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Stick on 2 x 2, Sticky Cube 2. Color: Assorted Colors 3. Size: 2" x 2"			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 18	Paper Pad Sticker, A4 size	Qty./Unit	245 packs
Total ABC for Item No. 18: <b>PhP11,025.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Glossy Type 2. Size: A4 3. 10 sheets per pack 4. 80 gsm			

\_\_\_\_\_  
 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 <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 19	Paper sticker, Matte	Qty./Unit	130 packs
Total ABC for Item No. 19: <b>PhP5,850.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>Technical Specifications:</b>  1. Matte 2. Size: 210mm x 297mm (A4), 80gsm 3. Color: White 4. Packaging Size: 10 sheets per pack			

\_\_\_\_\_  
 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.

<b>Item No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Delivery Site</b>	<b>Delivery Schedule</b>
1.	Ballpen, Black	8,313	Piece	DOH Central Office, Supply Depot	<b>Thirty (30)</b> calendar days upon receipt of approved Notice to Proceed (NTP).
2.	Ballpen, Blue	8,042	Piece		
3.	Ballpen, Green	100	Piece		
4.	Ballpen, Red	1,720	Piece		
5.	Ballpen, Black Gel Pen	1,100	Piece		
6.	Ballpen, Blue Gel Pen	1,270	Piece		
7.	Ballpen, Red Gel Pen	150	Piece		
8.	Ballpen, Green Gel Pen	55	Piece		
9.	OHP marking pen, Fine point, 6 colors per set	70	Set		
10.	Paper, Copy Paper (A3)	307	Ream		
11.	Assorted Colored Paper A4	381	Ream		
12.	Cartolina White, 10 sheets per pack	32	Pack		
13.	Manila Paper	182	Pack		
14.	Index Card ½, Plain	326	Pack		
15.	Index Card 3” x 5”	5	Pack		
16.	Index Card 4” x 5”	25	Pack		
17.	Notepad, Stick on 2x2 sticky cubes	210	Pad		
18.	Paper Pad Sticker, A4	245	Pack		
19.	Paper sticker, Matte	130	Pack		

\_\_\_\_\_  
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. \_\_\_\_

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Book No. \_\_\_\_

Series of \_\_\_\_

# ELIGIBILITY REQUIREMENTS CHECKLIST

## PROCUREMENT OF VARIOUS WRITING SUPPLIES RFQ No. 2022-003

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 (for item Nos. 1-9);
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><b>NOTE:</b> <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"> <li>1. Secretary's Certificate (i.e. corporation; joint venture agreement); or</li> <li>2. Special Power of Attorney (i.e. sole proprietor, partnership); or</li> <li>3. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration</li> </ol>