



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila



PR No. 2025-01-0030  
February 24, 2025

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**REQUEST FOR QUOTATION (Small Value Procurement)**

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (See attached Annex "A") subject to terms and conditions stated in the RFQ.

Quantity	Item/Description	Approved Budget for the Contract
1 Lot	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT</b>	<b>Php17,988.00</b>

*\* The ABC is understood to be the ceiling price; offer must not exceed the ABC provided.*

Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later than **February 28, 2025; 12:00 PM. Faxed or emailed quotation will not be accepted.**

**DOCUMENTARY REQUIREMENTS:**

- Mayor's/Business Permit;
- PhilGEPS Registration Number;
- Income/ Business Tax Return (**For ABCs above P500K**)
- Omnibus Sworn Statement (See attached Annex "C") (**For ABCs above P50K**).
- **Project-specific requirements: None**

*\* Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*

Hereunder are additional information for the bidder to provide an accurate and responsive Quotation;

1. All entries must be legible.
2. Price validity shall be for a period of at least sixty (60) calendar days from submission and receipt of quotation.
3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s.
4. Bids shall be evaluated by lot.
5. Bidder may include cost breakdown in a separate sheet as part of their Quotation.
6. If awarded the contract,
  - it is understood that the Purchase Order transmitted in any of the contact details stated in the Omnibus Sworn Statement, **if applicable**, are deemed received as of its transmittal and the reckoning period for the computation Liquidated Damages, **if any**;
  - the processing and payment will be made thirty (30) days after complete delivery of the item/s and its final acceptance subject to the usual accounting and auditing rules and regulations.
7. Place of Submission, Sealing and Marking: Quotations shall be sealed, and marked using the following format:

*[Name of Bidder]*  
*[Address of Bidder]*

Quotation for: *[Name of Project]*  
*[Time and Date of Deadline of Submission of Quotations]*  
Property and Supply Management Division (PSMD)  
Basement Level, Ayuntamiento Bldg., Cabildo St.  
cor. A. Soriano Ave., Intramuros, Manila

8. **Quotation (Annex A, B, and if applicable, Annex C) and other required documents**, shall be submitted on or before the deadline of submission as stated in this RFQ. **Late submission of quotations shall not be accepted and considered.**
9. All quotations shall be submitted to the Communications and Records Management Division (CRMD) Receiving Section for proper action.

***The Bureau of the Treasury reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.***

Thank you.

**ELNA V. LORENZO**  
CTOO II, PSMD

Canvassed by:

**MADILYN D. VERIDIANO**  
ADOF III, PSMD

## Annex “A”

### Delivery Schedule

Quantity	Item/Description	Delivery Period
1 Lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT	Within thirty (30) calendar days from receipt of approved Purchase Order

### Technical Specifications

Item No.	Quantity	Item/Description	Statement of Compliance
-	1 lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT, composed of the following:	
1	PC	<b>BINDING AND PUNCHING MACHINE</b> <ul style="list-style-type: none"><li>- F4 Size Comb Binding Machine (Long   Legal) C40M Officom Heavy Duty Binder</li></ul>  <p><i>Image for reference only</i></p>	

2	PC	<p><b>PUSH CART</b></p> <ul style="list-style-type: none"> <li>- Capacity 150kgs</li> <li>- Loading Face (L x W) : 29 x 19 inches</li> <li>- Loading Capacity: 150kg. (330lbs.)</li> </ul> <p>Caster size: 100mm (4")</p> <div data-bbox="724 517 948 804" data-label="Image"> </div> <p><i>Image for reference only</i></p>	
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I hereby certify that the statement of compliance to the foregoing Delivery Schedule and Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Note to Bidder: Please state the word "Comply" at the Statement of Compliance Column.

\_\_\_\_\_  
Name of Company /  
Bidder

\_\_\_\_\_  
Signature Over Printed  
Name of Authorized  
Representative

\_\_\_\_\_  
Date

## Annex "B"

Date: \_\_\_\_\_  
PR No. 2025-01-0030

The Bureau of the Treasury Bids and Awards Committee  
Ayuntamiento Bldg., Cabildo St. cor. A. Soriano Ave.,  
Intramuros, Manila

Gentlemen and/or Ladies:

Having examined the Request for Quotation No. 2025-01-0030 the undersigned, offer the **Supply and Delivery of Various Office Equipment**, in conformity with the said Request for Quotation for the sums stated hereunder:

Item No.	Quantity	Item/Description	Unit Cost	Amount (VAT Inc.)
-	1 lot	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT</b> , composed of the following:		
1	1 pc	<b>BINDING AND PUNCHING MACHINE</b>		
2	1 pc	<b>PUSH CART</b>		
<b>TOTAL:</b>				

### TOTAL PRICE IN WORDS:

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We undertake, if our Proposal is accepted, to deliver the goods in accordance with the prescribed Delivery Period.

Until a formal Contract is prepared and executed, this price quotation shall be binding upon us.

We understand that you are not bound to accept the lowest Quotation or any Quotation/s you may receive.

Dated this [Date]

(signature)  
[Name of Authorized Representative]  
[Capacity]

Duly authorized to sign Quotation for and on behalf of:  
[Name of Company]  
[Address]  
[Official Contact Number]

## Annex “C”

### Omnibus Sworn Statement (Revised) *[shall be submitted with the Bid]*

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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.
11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the BTr BAC or PSMD documents may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

**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]*