



REPUBLIKA NG PILIPINAS
TANGGAPAN NG PANGULO
LUPON SA MGA LARO AT LIBANGAN
(GAMES AND AMUSEMENTS BOARD)

Legaspi Towers 200, Paseo de Roxas, Makati City

Tel. Nos. 812-57-13 * Fax 816-31-28

www.gab.gov.ph / bac@gab.gov.ph

REQUEST FOR QUOTATION

TO: ALL BIDDERS/SUPPLIERS

The Games and Amusements Board (GAB) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

The GAB hereinafter referred to as “the Purchaser”, now request submission of a price quotation for the subject below:

Name of Project	Purchase of Various Office Furniture for GAB Central Office Use
Place of Delivery	GAB Main Office, Makati City 2 nd Floor Legaspi Tower 200, Paseo de Roxas St., Makati City
Approved Budget for the Contract	Four Hundred Forty-Two Thousand Eight Hundred Sixty Pesos (Php442,860.00)
Technical Specification	See Annex “A”
Terms of Payment	<u>After submission of Billing Statement</u>
Deadline of Submission of Quotation	<u>November 29, 2019</u>

Interested suppliers are required to submit their duly accomplished Price Quotation Form (ANNEX “B”) on or before the deadline of submission of bids/quotation at the BAC Secretariat Office, 2nd floor Legaspi Towers 200, Paseo de Roxas St., Legaspi Village, Makati City. Suppliers have the option to submit open or sealed quotation in the address given above. Open quotation may submit thru email at bacsec@gab.gov.ph or thru facsimile at 816-31-28.

Suppliers shall be required to submit the following documentary requirements.

- a) Security and Exchange Commission/Department of Trade and Industry (SEC/DTI) Registration Certificate
- b) Valid Mayor’s Permit
- c) Omnibus Sworn Statement; (ANNEX “C”)
- d) Certification of **PHILGEPS** Registration.
- e) Authorization Letter / Special Power of Authority, in case the owner is not the signatory of the Price Quotation and Notice of Award. (For Single Proprietorship) – ANNEX “D”
- f) Secretary’s Certificate authorizing signatory. (For Corporation / Partnership / Joint Venture) – ANNEX “E”

Quoted prices shall be inclusive of all applicable taxes and shall be firm and valid for a period of at least sixty (60) calendar days from the date of receipt of quotation and shall be binding upon the supplier within the period.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder of his/her authorized representative/s.

Award of Contract shall be made to the lowest quotation for goods which complies with the minimum technical specifications and other terms and conditions stated herein, any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative/s.

The GAB reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact Ms. Roselyn Ann Bagasol, Head BAC Secretariat, at telephone number 8-813-7109.

Very truly yours,

SIGNED

DIOSCORO BAUTISTA

Chairman

Bids and Awards Committee

Technical Specifications

Bidders must state here either **“COMPLY”** or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

Item	TECHNICAL SPECIFICATION	QTY.	STATEMENT OF COMPLIANCE
1	Clerical Table: 25mm thk melamine finish in table 18 mm thk melamine damper and panel leg, PVC flat edging , Color: Wenge Dimensions: W120* D70 *H75cm Warranty: One(1) year on parts and Services	20 units	
2	Three-Drawer Mobile Pedestal 3-Drawer, centralized locking system, top in 25 mm thk, melamine, other parts in 18mm thk, melamine finish, with castors Color: Wenge Dimensions:W42.4*D48.4*H64cm Warranty: One(1) year on parts and Services	20 units	
3	Clerical Chair Fabric Seat and Back, Gas Lift, Swivel Chair, 5 prolong Nylon Base w/ Casters Color: Black Warranty: One (1) parts & services	20 units	
4	4-Seater Gang Chair 4-Seater Gang Chair w/backrest Chrome seat and Legs	2 units	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Complete Name : _____
Date : _____

PRICE QUOTATION FORM

THE BIDS AND AWARDS COMMITTEE
GAMES AND AMUSEMENTS BOARD
 2/F Legaspi Towers 200
 Paseo de Roxas St., Makati City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTIONS	Quantity	Unit Price	Total Price
Purchase of Various Office Furniture for GAB Central Office Use			
Clerical Table:	20 units		
Clerical Chair	20 units		
Three Drawer Mobile Pedestal	20 units		
4-Seater Gang Chair	2 units		
	Grand Total		

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods Seven (7) Calendar days from receipt of Notice To Proceed (NTP).
3. We agree to abide by the Quotation/bid for a period for sixty (60) days after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is **INCLUSIVE** of all cost and applicable taxes

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Complete Name : _____
 Date : _____

Omnibus Sworn Statement

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;
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 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

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 _____

Games and Amusements Board
(for Single Proprietorship only)
Authority of Signatory

AUTHORIZATION LETTER

I, _____, Owner/Proprietor of _____ (company name), a single proprietorship registered under the laws of _____ with its registered office at _____ (address of the bidder), has made, constitute and appointed _____ (authorized representative) true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary, participate and/or represent (company name) in the bidding (under alternative mode of procurement) at the GAMES AND AMUSEMENTS BOARD as fully and effectively as owner/proprietor might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2019 at _____

Signed in the Presence of :

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY,) S.S.

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in City of _____, Philippines, personally appeared the following:

NAME	CTC Number	Issued on	Issued at

known to me and known to be the same person who executed the foregoing instrument consisting of_ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public

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Games and Amusements Board
(For Corporation / Partnership / Joint Venture)
Authority of Signatory

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____(company name), a corporation duly organized and existing under and by virtue of the law of the _____ DO HEREBY CERTIFY, that:

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

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were 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:

RESOLVED, that _____(authorized representative) be, as it hereby is, authorized to participate in the bidding (under alternative mode of procurement) at the GAMES AND AMUSEMENTS BOARD; that if awarded the project shall enter into contract with the GAB; and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ [company name] in the bidding.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY, _____) S.S.

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2019
affiant exhibited to me his/her _____ issued on _____ at
_____, Philippines.

NOTARY PUBLIC

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