



## 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                     | <b>Rental of Heavy-Duty Copier Machine with rental period of One (1) year for FY2022</b>                    |
| Place of Delivery                   | GAB Main Office, Makati City<br>2 <sup>nd</sup> Floor Legaspi Tower 200, Paseo de Roxas St.,<br>Makati City |
| Approved Budget for the Contract    | <b>P124,000.00</b>  |
| Specification                       | See Annex “A”   |
| Terms of Payment                    | <b><u>Monthly Billing</u></b>   |
| Deadline of Submission of Quotation | <b><u>JANUARY 12, 2022</u></b>  |

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, 2<sup>nd</sup> 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](mailto:bacsec@gab.gov.ph).

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.



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. Trunk Line: **82421156 loc. 119**

[bacsec@gab.gov.ph](mailto:bacsec@gab.gov.ph) [www.gab.gov.ph](http://www.gab.gov.ph)

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 82421156 local 106 & 119.

Very truly yours,

SIGNED

**DIOSCORO BAUTISTA**

Chairman

Bids and Awards Committee



**ANNEX "A"**

**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."

| DESCRIPTION   | TECHNICAL SPECIFICATION   | QTY.           | STATEMENT OF COMPLIANCE |
|---|---|----------------|-------------------------|
| <b>Rental of TWO (2) Units Heavy-Duty Copier Machine at the Games and Amusements Board with Rental Period of One (1) year Starting January to December 31, 2022</b> | <ul style="list-style-type: none"><li>• <b>Good Running Condition of Copier</b></li><li>• <b>Minimum of 10,000 copies/print per month</b></li><li>• <b>Atleast Php 0.52 per page cost in excess of min. copies per month</b></li><li>• <b>Less 1% spoilage</b></li></ul> <b>FREE OF SUPPLIES, PARTS AND MAINTENANCE</b> | <b>2 units</b> |                         |
| Please submit your proposal using you company letter head, together with pro-forma Price quotation form   |   |                |                         |

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

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_



ANNEX "B"

## 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           | Cost per month | Total Contract Price |
|---|--------------------|----------------|----------------------|
| <b>Rental of TWO (2) Units Heavy-Duty Copier Machine at the Games and Amusements Board with Rental Period of One (1) year Starting January to December 31, 2022</b> | 2 units            |                |                      |
|   | <b>Grand Total</b> |                |                      |

**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 Fifteen (15) 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 : \_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_



ANNEX “C”

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### Omnibus Sworn Statement

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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;

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]*.



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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. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



**ANNEX "D"**

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 \_\_\_\_\_, 2022 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 herepresents.

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

Notary Public

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**ANNEX "E"**

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 \_\_\_\_\_, 2022  
 affiant exhibited to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

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 Series of \_\_\_\_\_