

**BANGKO SENTRAL NG PILIPINAS**

CURRENCY MANAGEMENT SECTOR
DEPARTMENT OF GENERAL SERVICES
Procurement Division

REQUEST FOR QUOTATION
(Goods and Services)

Reference No.	:	DGS PR No. 1000026354: PRD2018-331
Brief Description of the Requirement	:	One (1) lot Supply, Delivery and Installation of Mirror at Bldg. C, as per BSP Technical Specifications and Other Requirements and Terms of Reference
Approved Budget for the Contract (ABC)	:	PhP45,150.00, VAT Inclusive
Completion Period	:	Within thirty (30) calendar days from receipt of a copy of the executed Purchase Order

We request submission of your bid on the BSP's requirement, duly initialed/signed by your authorized representative. The quotation must be submitted not later than **12 noon on 22 January 2019** to the Department of General Services, Procurement Division, Room 405, 4th Floor, Bldg. A, BSP, East Avenue, Diliman, Quezon City or **thru Fax No. 927-8457 or email at ValmadridAL@bsp.gov.ph and Enriquezjg@bsp.gov.ph**. All bids that meet the deadline shall be opened at 2:30 P.M. on **22 January 2019**.

[Signature]
DIANA ROSE L. ROSARIO
Bank Officer IV

INSTRUCTIONS TO BIDDER (Failure to comply with the following requirements shall result in the disqualification of your bid):

1. Use this prescribed form and all entries must be typewritten/printed legibly.
2. Bids exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
3. **Bidders shall submit the following documents, together with the quotation:**

TECHNICAL DOCUMENTS	SUBMITTED* (✓ OR X)
a. BSP Technical Specifications and Other Requirements, duly initialed/signed by the bidder's authorized representative (2 pages);	
b. BSP Plans and Drawings, duly initialed/signed on each and every page by the bidder's authorized representative;	Not Applicable
c. BSP Supplied Evaluation Matrix (BSPSEM), duly accomplished and initialed/signed on each and every page by bidder's authorized representative; and	Not Applicable
d. Bidder's proof of offer (containing all the technical information listed in the attached BSPSEM and other relevant information) necessary for the evaluation, in any of the following: i. Product Brochure(s) from the manufacturer [paper copy or downloaded from the internet with indication of its source (e.g., website)]; or ii. Manufacturer's Catalog highlighting the data conforming to the BSP specifications; or iii. Certification from the manufacturer that the product conforms to the specifications stated in the bidder's duly accomplished BSPSEM.	Not Applicable
e. Other Documents	Not Applicable

4. Bidders shall submit the following documents:

LEGAL DOCUMENTS	SUBMITTED* (✓ OR X)
a. Valid Y2018 Mayor's/Business Permit, or the equivalent document for Exclusive Economic Zones or Areas;	
b. Current Philippine Government Electronic Procurement System (PhilGEPS) Registration Number for Red Membership or Registration Certificate, including Annex A for Platinum Membership;	
c. Y2017 Income Tax Return (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under E.O. 398 or Revenue Regulations (RR) 3-2005, together with Filing and Payment References;	Not Applicable
d. Business Tax Return (Quarterly Value-Added Tax Form 2550-Q) for the quarter ending 30 September 2018 per RR 3-2005, together with Filing and Payment References; and	Not Applicable
e. Omnibus Sworn Statement (use BSP prescribed form).	Not Applicable

*To be verified by the Committee on Procurement during the Opening of Bids

5. The winning bidder must submit sample within five (5) calendar days from receipt of PO for end-user's evaluation prior to delivery. The sample shall be 6" in size, of mirrored glass specified, including edge treatment on two (2) adjoining edges of samples.

The BSP reserves the right to reject the Price Quotation or not award the contract and makes no assurance that a Contract shall be entered into as a result of this project.

THE PROCUREMENT DIVISION
Bangko Sentral ng Pilipinas
Currency Management Sector
East Avenue, Diliman, Quezon City

After having carefully read and accepted the BSP's requirements and Terms and Conditions, I/we submit our:

FINANCIAL PROPOSAL

Qty./Unit	Article/Specification	Total ABC (VAT inclusive)	Total Price (VAT inclusive)
1 lot	Supply, Delivery and Installation of Mirror at Bldg. C, as per BSP Technical Specifications and Other Requirements	PhP45,150.00	PhP
Total Amount in Words:			
Completion Period:	Within thirty (30) calendar days from receipt of a copy of the executed Purchase Order		

I/We declare that we comply with the requirements of Republic Act No. 9184 and its IRR in the submission of this bid; and we undertake that should the BSP accept the above offer/bid, I/we will enter into a contract with the BSP, within ten (10) calendar days from receipt of Notice of Award;

I/We acknowledge that failure to sign each and every page of this Bid Form, including its attachments shall be a ground for rejection of our bid;

I/We likewise certify/confirm that the undersigned, is the duly authorized representative of our firm and granted full power and authority to do, execute, and perform any or all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the above requirement of the Bangko Sentral ng Pilipinas (BSP);

Until a formal Purchase Order is issued and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

 Signature over Printed Name of the Bidder's Signing Official/Designation

 Name of Company

 Address

Date: _____
 Tel No. _____
 Fax No. _____
 Cellphone No.: _____
 Email Address: _____
 Contact Person: _____

PHILGEPS Registration No.: _____
 Valid Until: _____

**BANGKO SENTRAL NG PILIPINAS
TERMS AND CONDITIONS**

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Approved Budget for the Contract (ABC)	:	PhP45,150.00, VAT Inclusive
Completion Period	:	Within thirty (30) calendar days from receipt of a copy of the executed Purchase Order

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS FROM THE DATE OF THE OPENING OF BIDS.**

2. **AWARDEE** shall pick up purchase/job order(s) issued in his favor within three (3) days after receipt of notice. A telephone call or fax transmission or e-mail shall constitute an official notice to the **AWARDEE**. Thereafter, if the purchase/job order(s) remain unclaimed, the **BSP** shall have the right to cancel this order and impose the applicable administrative sanction(s) under Section 69 of R.A. 9184. All **DEFAULTING AWARDEES** shall be precluded from proposing or submitting a substitute sample.

3. **Terms of Payment:**
 - a. Payment shall be made upon issuance of Certificate of Completion/Acceptance by the End-user Department(s)/Office(s) and upon submission of all documents as required by the Bank, as indicated in the Scope of Works/Specification/Terms of Reference and other bidding documents;

 - b. **For local bidder:** Payment shall be under the **Checkless Payment System**, in the form of a direct credit to the bank account of the payee (awardee) through the demand deposit account of bank maintained with the Bank (BSP) upon submission of the Authority to Credit by the company.

 - c. **For foreign bidder:** Please refer to BSP Technical Specifications/Terms & Conditions/Terms of Reference/Scope of Work.

4. All deliveries by suppliers shall be subject to inspection and acceptance by the **Bangko Sentral ng Pilipinas**. The delivery vehicles to be used which will enter the **BSP** premises shall be in the state of good maintenance.

5. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under RA 9184 and its revised IRR.

6. Where the **AWARDEE** fails to effect the delivery within the prescribed period, the **BSP** may upon its discretion, extend the period of delivery subject, however, to the imposition of appropriate liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor/service provider, whichever is convenient to the Bank.

Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the **BSP** may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

7. All transactions are subject to withholding of creditable Value Added Tax (VAT), as may be applicable, per Revenue Regulation No. 10-93.

CONFORME:

Signature over Printed Name
of the Bidder's Signing Official/Designation



BANGKO SENTRAL NG PILIPINAS

DEPARTMENT OF GENERAL SERVICES

Department

TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

ITEM/S: Supply, Delivery and Installation of Mirror at Bldg. C

I. TECHNICAL SPECIFICATIONS

Instruction: Please indicate in the table below the complete and accurate specifications of your requirements.

NO.	PARAMETERS	DESCRIPTION
1	Mirror	Mirrored glass
2	Frames, wood backing and supports	6mm thick ordinary plywood backing with aluminum frame
3	Installation	To include removal and disposal of existing face mirror. As recommended by supplier. Attach mirror hardware securely with mechanical fasteners.

II. OTHER REQUIREMENTS

Instruction: Please supply the information required by putting a check (✓) mark and/or filling in the blanks.

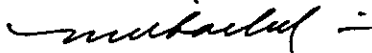
A.	<input type="checkbox"/> Delivery Period: <input type="checkbox"/> One-Time Delivery: within ____ calendar days from receipt of P.O./ J.O. <input type="checkbox"/> Staggered Delivery: shall be based on the following schedule ✓ Completion Period/Contract Duration: within <u>30</u> calendar days from receipt of P.O./ J.O. <input type="checkbox"/> Other Delivery Terms: _____ [please specify completely]
B.	Performance Security: <input type="checkbox"/> Required / ✓ Not Required
C.	Product Warranty: Supplier's Warranty Certificate valid for <u>NA</u>
D.	Warranty Security: Required ____ valid for ____ / ✓ Not Required
E.	Manner of Payment: ✓ One-time Payment <i>"Payments shall be made through the Philippine Payment and Settlement System (PhilPaSS), an online facility of the Bangko Sentral ng Pilipinas. The awardee shall enroll its preferred bank on which they want the proceeds of the transaction to be credited. The awardee shall cover for bank charges imposed by their designated bank."</i>
F.	Requirement for End-user's Evaluation: ✓ The winning bidder must submit sample with-in five (5) calendar days from receipt of P.O./ J.O. for user's evaluation prior to delivery. The sample shall be 6" in size, of mirrored glass specified, including edge treatment on 2 adjoining edges of samples. <input type="checkbox"/> No submission required. <p style="text-align: right;">Conforme : _____ Name/Signature of Bidder's Authorized Signing Official</p>

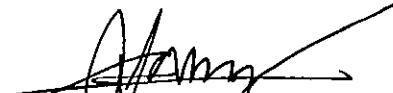
G. Certification Requirements

- Notarized Certificate that the bidder has been in the industry of _____ manufacturing/distributorship for at least ___ years. **(otherwise, please rephrase)**
- Satisfactory Performance for the most recent completed project in the last ___ years **(otherwise, pls. rephrase)**
- Certification(s) not required

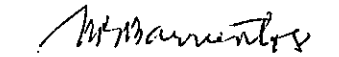
Prepared by:

Recommending approval:


MICHAEL R. VILLAMEJOR
Bank Officer V


EDUARDO R. LORENZO
Deputy Director

Approved by:


RAQUEL D.C. BARRIENTOS
Officer-In-Charge
per Office Order No. 1839 s. 2018

CONFORME:

Signature of Bidder's Authorized Representative