



BANGKO SENTRAL NG PILIPINAS

CURRENCY MANAGEMENT SECTOR
DEPARTMENT OF GENERAL SERVICES
Procurement Division

REQUEST FOR QUOTATION
(Goods and Services)

Reference No.	:	MROD PR No. 1000026057 : PRD2018-338
Brief Description of the Requirement	:	Supply and Delivery of the following Mould Polishing and Diamond Compounds, as per BSP Technical Specifications and Other Requirements: 1. 12 cans Mould Polishing Compound, Grit 600 2. 12 tubes Diamond Compound, 3 microns, 5 gms/tube 3. 12 tubes Diamond Compound, 6 microns, 5 gms/tube 4. 12 tubes Diamond Compound, 9 microns, 5 gms/tube
Approved Budget for the Contract (ABC)	:	1. PhP17,280.00, VAT inclusive 2. PhP87,480.00, VAT inclusive 3. PhP93,960.00, VAT inclusive 4. PhP113,400.00, VAT inclusive
Delivery Period	:	Within seven (7) calendar days from receipt of a copy of the executed Purchase Order

We request submission of your bid on the BSP's requirement, duly signed by your authorized representative. The quotation must be submitted not later than 12 noon on 23 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**. All bids that meet the deadline shall be opened at 2:30 P.M. on 23 January 2019.

D. Rosario
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 on each and every page 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 (BSP-SEM), duly accomplished and initialed/signed on each and every page by the bidder's authorized representative (2 pages);	
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: <ol style="list-style-type: none"> 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 BSP-SEM; and 	

e. Other Documents	
--------------------	--

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

4. Bidders shall submit the following documents:

LEGAL DOCUMENTS	SUBMITTED* (✓ OR X)
a. Valid Y2019, if not yet available, 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. Y2018 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 31 December 2018, per RR 3-2005, together with Filing and Payment References; and	Not Applicable
e. Omnibus Sworn Statement (use BSP prescribed form).	

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

5. **Product Warranty: Supplier's Warranty Certificate valid for three (3) months.**
6. **The lowest calculated bidder shall submit within three (3) calendar days from receipt of notice, one (1) can/tube actual sample for each item/s for evaluation. The submitted actual sample/s, if found acceptable, shall form part of delivery.**
7. **All items shall be subject to inspection upon delivery.**

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

Item No.	Qty./Unit	Article(s)/Specification(s)	ABC (VAT inclusive)	Unit Price (VAT inclusive)	Total Price (VAT inclusive)
Supply and Delivery of the following Mould Polishing and Diamond Compounds, as per BSP Technical Specifications and Other Requirements:					
1	12 cans	Mould Polishing Compound, Grit 600	PhP17,280.00	PhP	PhP
2	12 tubes	Diamond Compound, 3 microns, 5 gms/tube	87,480.00		
3	12 tubes	Diamond Compound, 6 microns, 5 gms/tube	93,360.00		
4	12 tubes	Diamond Compound, 9 microns, 5 gms/tube	113,400.00		
TOTAL					PhP
Total Amount in Words:					
Brand/Model:					
Delivery Period:		Within seven (7) calendar days from receipt of a copy of the executed Purchase Order			

*Bids shall be evaluated on itemized basis.

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**

Reference No.	:	MROD PR No. 1000026057 : PRD2018-338
Brief Description of the Requirement	:	Supply and Delivery of the following Mould Polishing and Diamond Compounds, as per BSP Technical Specifications and Other Requirements: 1. 12 cans Mould Polishing Compound, Grit 600 2. 12 tubes Diamond Compound, 3 microns, 5 gms/tube 3. 12 tubes Diamond Compound, 6 microns, 5 gms/tube 4. 12 tubes Diamond Compound, 9 microns, 5 gms/tube
Approved Budget for the Contract (ABC)	:	1. PhP17,280.00, VAT inclusive 2. PhP87,480.00, VAT inclusive 3. PhP93,960.00, VAT inclusive 4. PhP113,400.00, VAT inclusive
Delivery Period	:	Within sixty (60) 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. Supplier shall guarantee his deliveries to be free from defects for at least **three (3) months**. Any defective item(s)/product(s) therefore that may be discovered by the BSP within the coverage of the standard product warranty or as may be prescribed in the Technical Specifications/Terms of Conditions shall be replaced or repaired at no cost to the BSP, or the amount thereof reimbursed by the supplier, within seven (7) calendar days upon receipt of a written notice to that effect.
6. 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.
7. 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.
8. 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
MINT AND REFINERY OPERATIONS DEPARTMENT

Department

TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

 ITEM/S: MOULD POLISHING & DIAMOND COMPOUNDS
I. TECHNICAL SPECIFICATIONS

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

NO.	PARAMETERS	DESCRIPTION
1.	MOULD POLISHING Compound	
	Grit:	600
	Packaging:	1 lb/ 16 oz per can
2.	DIAMOND COMPOUND	
	Microns:	3
	Packaging:	5 grams per tube
3.	DIAMOND COMPOUND	
	Microns:	6
	Packaging:	5 grams per tube
4.	DIAMOND COMPOUND	
	Microns:	9
	Packaging:	5 grams per tube
nothing follows		

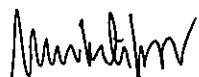
II. OTHER REQUIREMENTS

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

A.	<input checked="" type="checkbox"/> Delivery Period: <input checked="" type="checkbox"/> One-Time Delivery: within <u>7</u> calendar days from receipt of P.O. <input type="checkbox"/> Staggered Delivery: shall be based on the issuance of Notice of Delivery to be issued by MROD for ff. schedule: <u>Not Applicable</u> <input type="checkbox"/> Completion Period/Contract Duration: within _____ calendar days reckoned on the date stipulated in the Notice to Proceed <u>Not Applicable</u> <input type="checkbox"/> Other Delivery Terms: <u>Not Applicable</u> <div style="text-align: right;">[please specify completely]</div>
B.	Performance Security: <input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required
C.	Product Warranty: Supplier's Warranty Certificate valid for <u>3 months</u>
D.	Warranty Security: <input type="checkbox"/> Required _____ % Retention valid for _____ / <input checked="" type="checkbox"/> Not Required
E.	Manner of Payment: Payments shall be made through the Philippine Payment and Settlement (PhilPaSS), an online facility of the Bangko Sentral ng Pilipinas within thirty (30) calendar days upon receipt and issuance of certificate of acceptance to be issued by MROD. 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.
F.	Requirement for End-user's Evaluation: <input checked="" type="checkbox"/> Sample/Prototype <input checked="" type="checkbox"/> The (lowest) bidder must submit within <u>3</u> calendar days from receipt of Notice, <u>1</u> can/ tube

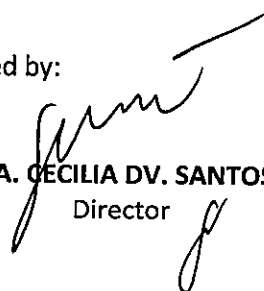
	<p>each actual samples _____.</p> <p><input checked="" type="checkbox"/> The submitted actual samples, if found acceptable will form part of delivery.</p> <p><input checked="" type="checkbox"/> Items subject to inspection upon delivery.</p> <p><input type="checkbox"/> The awardee must submit a prototype, within ___ calendar days from receipt of notice for end-user evaluation prior to delivery. <u>Not Applicable</u></p> <p><input checked="" type="checkbox"/> Proof of offer containing all the technical information listed in the attached BSPSEM and other relevant information.</p> <p><input type="checkbox"/> No submission required. <u>Not Applicable</u></p>
G.	<p>Certification Requirement/s:</p> <p><input type="checkbox"/> The awardee must submit a certificate of chemical composition from the manufacturer indicating the chemical analysis of the offered items. <u>Not Applicable</u></p> <p><input type="checkbox"/> Notarized Certificate that the bidder has been in the industry of _____ manufacturing/distributorship for at least ___ years. (otherwise, please rephrase) <u>Not Applicable</u></p> <p><input type="checkbox"/> Satisfactory Performance for the most recent completed project in the last ___ years (otherwise, pls. rephrase) <u>Not Applicable</u></p> <p><input checked="" type="checkbox"/> Certification(s) not required</p>
H.	<p>Others: <u>Not applicable</u></p>

Prepared by:


MARIBETH T. BORJA

Acting Materials Control Manager

Approved by:


MA. CECILIA DV. SANTOS

Director

CONFORME:

 Signature of Bidder's Authorized Representative



BANGKO SENTRAL NG PILIPINAS

BSP SUPPLIED EVALUATION MATRIX

NAME OF PROJECT/ITEM : MOULD POLISHING & DIAMOND COMPOUNDS

NAME OF BIDDER

UNIT MODEL

INSTRUCTIONS TO BIDDERS:

- The bidder shall fill-out the Bidder's Sections under "Name of Bidder" and "Unit Model/Brand" above, and columns 2 and 3" below. Bidder shall provide its proposed specifications (column 2) in response to BSP specifications indicating clear specific reference to its submitted document/s (column 3).
- The bidder or duly authorized signing official shall sign each and every page of the BSP Supplied Evaluation Matrix.
- For the column on bidder's Proof of Offer, refer to Clause 12 of the Bid Data Sheet or to the Checklist of Requirements for Bidders for the list of applicable documents to be provided, necessary for post-qualification.
- As part of post-qualification pursuant to section 34.3 of the IRR 9184, the bidder's Proof of Offer shall be verified, validated and ascertained to determine compliance of the offer with the requirements specified in the bidding documents.

1. EVALUATION

BSP'S SECTION		BIDDER'S SECTION		BSP'S SECTION	
BSP SPECIFICATIONS	Bidder's Specifications	Bidder's Proof of Offer	RATING (Complying or Not complying)	REMARKS	
(1)	(2)	(3)	(4)	(5)	
1. MOULD POLISHING COMPOUND					
Grit: 600					
Packaging: 1 lb/ 16 oz per can					
2. DIAMOND COMPOUND					
Microns: 3					
Packaging: 5 grams per tube					

Signature over Printed Name of the
BSP Bidder's Authorized Signing Official

BSP'S SECTION	BIDDER'S SECTION		BSP'S SECTION	REMARKS
BSP SPECIFICATIONS	Bidder's Specifications	Bidder's Proof of Offer	RATING (Complying or Not complying)	
(1)	(2)	(3)	(4)	(5)
3. DIAMOND COMPOUND				
Microns: 6				
Packaging: 5 grams per tube				
4. DIAMOND COMPOUND				
Microns: 9				
Packaging: 5 grams per tube				

II. RESULTS

OVERALL RATING

Evaluated by: _____

Name and Designation _____ (Date)
 Department/Office _____

Concurred by: _____

Name and Designation _____ (Date)
 Head of Department¹ _____

NOTE: The above evaluation of the end-user department is intended to aid the Bids and Awards Committee, which has the authority to undertake post-qualification proceedings of bids, pursuant to Section 12 Rep. Act No. 9184.

¹Pursuant to the Memorandum to All Heads dated 13 November 2013, which states that the Evaluation Reports on the documents, proposals and /or offers of bidders to be submitted by the end-user departments/offices to the BAC should be endorsed by at least the Head of the end-user department/office

 Signature over Printed Name of the
 BSP Bidder's Authorized Signing Official