



## BANGKO SENTRAL NG PILIPINAS

SECURITY PLANT COMPLEX  
DEPARTMENT OF GENERAL SERVICES  
Procurement Division

### 1<sup>st</sup> EXTENSION OF REQUEST FOR QUOTATION

1. The Bangko Sentral ng Pilipinas requests quotations for the hereunder requirement:

<b>Name of the Requirement/ Brief Description</b>	<b>Supply and Delivery of Various Office Supplies (3 items), as per BSP Technical Specifications and Terms and Conditions:</b> Item 1: 3,000 pcs. Envelope, Documentary, kraft, for A4 Item 2: 400 pcs. Correction Tape, Roll-on Item 3: 400 reams Paper, Multi-Purpose Copy, A4
<b>Approved Budget for the Contract (ABC)</b>	Item 1: PhP4,050.00, VAT inclusive (PhP1.35/pc.) Item 2: PhP4,672.00, VAT inclusive (PhP11.68/pc.) Item 3: PhP53,248.00. VAT inclusive (PhP133.12/ream) (Quotations/Proposals exceeding the ABC per item shall be disqualified)
<b>Delivery Period</b>	Within seven (7) calendar days from receipt of a copy of the executed Purchase Order
<b>Reference</b>	DGS PR No. 1000034149: BAC-GS 2020-403 dated 30 September 2020

2. All particulars and activities relative to Eligibility of Suppliers, Evaluation of Quotations/Proposals, Post-qualification and Award of Contract shall be governed by 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (2016 Revised IRR):

Activity	Schedule <sup>1</sup>	Contact Person/Venue/Contact Number
<b>a. Deadline of Submission of Financial Proposal/ Quotation</b>	<b>10 November 2020; 12:00 N.N.</b>	Ms. Shastine O. Gonzales/ Ms. Abigail T. Alemania Room 401, 4 <sup>th</sup> Floor, Bldg. A, BSP, East Avenue, Diliman, Quezon City Tel./Fax Nos.: 8925-7180/8927-8457
<b>b. Opening of Financial Proposal/ Quotation</b>	<b>10 November 2020; 2:30 P.M.</b>	Email Address: lermino@bsp.gov.ph/SPCProc@bsp.gov.ph
<b>c. Queries and Requests</b>	Procurement Division Room 401, 4 <sup>th</sup> Floor, Bldg. A, BSP, East Avenue, Diliman, Quezon City Tel./Fax Nos.: 8988-4552/8927-8457 Email Address: lermino@bsp.gov.ph/SPCProc@bsp.gov.ph <i>Note: All requests shall be in writing and addressed to the Deputy Director, Procurement and Property Management Group</i>	

3. You may send your quotation thru fax or email as specified above on or before the deadline of submission of Financial Proposals (use BSP prescribed form). Late submission of Financial Proposals will not be accepted.
4. The Supplier with the Single or Lowest Calculated Quotation shall submit, **within five (5) calendar days** upon receipt of notice from this Office, the following documents:<sup>2</sup>

<sup>1</sup> In case that there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same place and time.

<sup>2</sup> Timeline of submission of documents required shall be consistent with Appendix A (Documentary Requirements - Alternative Methods of Procurement), Annex "H" of the 2016 Revised IRR.

**A. Legal Documents:**

- a.1 PhilGEPS Registration Certificate/Number;<sup>3</sup>
- a.2 Y2020 Mayor's/Business Permit<sup>4</sup> (disregard if you have already submitted/updated the same) or in case of recently expired permit, submit copy thereof together with the Official Receipt for its renewal; and

**NOTES:**

- i. For Joint Venture: Each partner shall submit this document;
- ii. The renewed Mayor's/Business Permit shall be submitted as a post-qualification requirement; and
- iii. For Individuals engaged under Sec. 53.6, 53.7 and 53.9 of the 2016 Revised IRR, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

- a.3 Omnibus Sworn Statement (use BSP prescribed form);<sup>5</sup>

**B. Technical Documents:**

- b.1 Valid JV Agreement (JVA), if applicable;
- b.2 BSP Terms and Conditions duly signed by the supplier's authorized representative on the CONFORME page;
- b.3 BSP Technical Specifications duly signed by the supplier's authorized representative on the CONFORME page:

NOTE: Failure to submit the technical documentary requirements within the period prescribed above shall result in the post-disqualification of your Quotation/Proposal.

- C. The BSP assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
- D. The BSP reserves the right to reject the Financial Proposal or not award the contract and makes no assurance that a Contract shall be entered into as a result of this request.

**Attachments:**

BSP Financial Proposal  
BSP Terms and Conditions  
BSP Technical Specifications  
Omnibus Sworn Statement

  
**LILY U. GABUYO-ERMINO**  
Manager

---

<sup>3</sup> Submit PhilGEPS Registration Certificate before issuance of Notice of Award only if PhilGEPS number is not indicated in the submitted BSP-prescribed Financial Proposal form.

<sup>4</sup> Documents for foreign suppliers must be in accordance with Section 8.5.2 of the 2016 Revised IRR, which states: "For Foreign Suppliers, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the supplier concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign supplier's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign supplier's affairs in the Philippines. These documents shall be accompanied by a Sworn Statement in a form prescribed by the GPPB stating that the documents submitted are complete and authentic copies of the original, and all statements and information provided therein are true and correct".

<sup>5</sup> An unnotarized statement may be submitted subject to compliance therewith after the award of contract but before payment, as per GPPB Resolution No. 09-2020 issued 07 May 2020.

## FINANCIAL PROPOSAL

### Supply and Delivery of Various Office Supplies (3 items), as per BSP Technical Specifications and Terms and Conditions

For: **THE PROCUREMENT DIVISION, DGS**

Bangko Sentral ng Pilipinas

East Avenue, Diliman, Quezon City

[On behalf of the supplier, the undersigned, declare that:

- a. We have examined the Bidding Documents including the issued Bid Bulletin/s, the receipt of which is/are hereby duly acknowledged;
- b. We, submit the following quotation/s:

Qty./ Unit	Description of Requirement/ Project	Approved Budget for the Contract (ABC), VAT inclusive	Bid Price, VAT inclusive (in Figures)	
			Unit Price (per pc)	Total Price
3,000 pcs.	Envelope, Documentary, kraft, for A4	PhP4,050.00, (Unit Price: PhP1.35/pc.)	PhP_____	PhP_____
Brand/Model:				
Amount in Words:				
400 pcs.	Correction Tape, Roll-on	PhP4,672.00, (Unit Price: PhP11.68/pc.)	PhP_____	PhP_____
Brand/Model:				
Amount in Words:				
400 reams	Paper, Multi-Purpose, Copy, A4	PhP53,248.00 (Unit Price: PhP133.12/ream)	PhP_____	PhP_____
Brand/Model:				
Amount in Words:				

- c. We undertake, if our Quotation/Proposal is accepted, to deliver the good(s) in accordance with the delivery schedule specified in the Bidding Documents;
- d. We agree to abide by this Quotation/Proposal for the Price Validity Period of sixty (60) calendar days from date of opening of Financial Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period, without prejudice to the right of the BSP to request extension of the validity period of our price quotation;
- e. Until a formal Purchase is prepared and executed, this Financial Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us

\_\_\_\_\_  
Signature over Printed Name of the  
Supplier's Authorized Representative/Designation

- f. We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation/Proposal you may receive;
- g. We likewise certify/confirm that the undersigned is the duly authorized representative of the supplier and granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the Financial Proposal, and to sign and execute the ensuing contract for herein project;
- h. We acknowledge that failure to sign on each and every page of this Financial Proposal Form, shall be a ground for the rejection of our Quotation/Proposal;
- i. We acknowledge that we indicated the amount of our total bid price in figures **and** in words; and
- j. We understand that Quotations/Proposals not addressing or providing all of the required items (Bid Price in Figures and in words) in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the government, except those required by law or regulations to be provided for. (Sec 32.2.1(a), Rule IX, IRR). It is further understood that to ensure completeness of the quotation/proposal, suppliers must ensure that ALL items, columns or matrices in the prescribed forms are appropriately filled-up and no item, column, or matrix is left blank.

Signature over Printed Name of the Supplier's Authorized Representative/Designation	Tel No.: _____
Date:	Fax No.: _____
PhilGEPS Registration Number:	Cellphone No.: _____
Name of Company:	Email Address: _____
Address: _____	

# Bangko Sentral ng Pilipinas

## TERMS AND CONDITIONS

### Supply and Delivery of Various Office Supplies (3 items), as per BSP Technical Specifications and Terms and Conditions

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 QUOTATIONS/PROPOSALS.
2. If two (2) or more suppliers submit the same Financial Proposal and have been post-qualified as the suppliers with the Lowest Calculated Responsive Quotations, the procuring entity shall use "draw lots" to break the tie.
3. **Terms of Payment:**
  - a. One-time 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; and
  - b. 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.
4. **Delivery Period:** Within seven (7) calendar days from receipt of a copy of the executed Purchase Order.
5. Items are subject to inspection upon delivery.
6. Where the **AWARDEE** fails to effect the delivery within the prescribed period, the **BSP** may upon its discretion, extend the delivery period of subject, however, to the imposition of appropriate liquidated damages, the amount of which shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor, 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. If the **AWARDEE**, however, fails to effect complete delivery within the extended period, the **BSP** shall have the right to cancel said contract and shall constitute a ground for disqualification of the **AWARDEE** from future biddings, without prejudice to the imposition of other sanctions provided for under the 2016 Revised IRR.
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  
Supplier's Authorized Representative/Designation



**BANGKO SENTRAL NG PILIPINAS**

**DEPARTMENT OF GENERAL SERVICES**

Department

**TECHNICAL SPECIFICATIONS**


ITEM/S: Supply and Delivery of Various Office Supplies –Four (4) Items

NO.	QTY.	UOM	DESCRIPTION	SPECIFICATIONS
1	3000	PC	ENVELOPE, Documentary, Kraft, for A4	
2	3000	PC	FOLDER FILE, For A4 size papers	
3	400	PC	CORRECTION TAPE, Roll-on	
4	400	REM	PAPER, Multi-purpose (COPY) A4	

Prepared by:

  
**ARIEL C. CHUIDIAN**  
Manager, PSMD

Reviewed by:

  
**VINCENT L. SALIDO**  
Deputy Director, PPMG

Approved by:

  
**EDUARDO CARLOS Q. ORBETA**  
Director, DGS

CONFORME:

\_\_\_\_\_  
Signature of Bidder's Authorized Representative

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

### OMNIBUS SWORN STATEMENT

I, \_\_\_\_\_, of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant] after having been duly sworn in accordance with the law, do hereby depose and state that:

1. I am the duly authorized and designated representative of the prospective bidder and 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 accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
2. The 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, including foreign government/foreign or international financial institution whose blacklisting rules have been recognized by the GPPB;
3. 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;
4. The bidder is authorizing the Bangko Sentral ng Pilipinas (BSP) or its duly authorized representative(s) to verify all the documents submitted;
5. The bidder complies with the disclosure provision under Section 47 of the Republic Act No. 9184 and its Implementing Rules and Regulations, in relation to other provisions of Republic Act No. 3019. None of the owners or sole proprietor/ or officers, directors, and controlling stockholders of the firm/partnership/joint venture/corporation, I represent for the bidding for the project, is related to the Head of the Procuring Entity, members of the BAC, Technical Working Group, BAC Secretariat, head of the project proponent or the end-user unit, the project consultants or to any BSP officials who directly or indirectly took part in the bidding process, by consanguinity or affinity up to the third civil degree;
6. The bidder complies with the existing labor laws and standards;
7. The bidder complies with the responsibilities for a prospective or eligible bidder provided in the bidding documents. The bidder is aware of and has undertaken the following responsibilities as a bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Carefully evaluated the site conditions and requirements of the project to enable the bidder to prepare its bid;
  - c) Acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - d) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

- e) Inquired or secured Supplemental/Bid Bulletin(s) issued for the project;
8. The 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 pursuant to GPPB Resolution No. 22-2013, in relation to BSP's No Gift Policy under BSP Office Order No. 0485, Series of 2014; and
9. I am making this statement in compliance with Sections 23.1 and 47 of the IRR of RA 9184 and in accordance with the requirements of the BSP BAC-Security Plant Complex under Alternative Mode of Procurement, which statement shall be valid for a period of one (1) year from the date of execution.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ at \_\_\_\_\_, Philippines.

(Name and Signature of Bidder's Authorized Representative)

AFFIANT

**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 [any government-issued ID, please specify], with his/her photograph and signature appearing thereon, with 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 \_\_\_\_\_