

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Quezon City  
Trunklines: (+632)927-6383; 927-5505  
Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph



**REQUEST FOR QUOTATION**

The Bureau of Jail Management and Penology – National Headquarters (BJMP-NHQ), through its Bids and Awards Committee, intends to procure **Preventive Maintenance of BJMP NHQ Elevator**, which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project	<b>Preventive Maintenance of BJMP NHQ Elevator</b>
ABC	<b>Forty-Two Thousand Pesos (Php 42,000)</b>
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue Project 8, Quezon City
Contract Duration	Twelve (12) months

Please quote your best offer for the items/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than 13 JAN 2020 at **5:00 PM**

Interested suppliers are required to submit the following documents:

- Valid and current Mayor's Permit;
- PhilGEPS Registration Number (Please indicate in the space provided in Annex "A");
- Omnibus Sworn Statement together with any documents to prove that the signatory of the quotation is authorized representative of the company or photocopy of ID bearing the picture/signature of the representative issued by the company (*to be submitted before issuance of Notice of Award*).

Quotations may be submitted manually or email at the address and contact numbers indicated below.

For further information, please refer to:


**J/INSP ARTURO R ESPOS JR**

Directorate for Logistics

BJMP National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City

Telephone Number: 927-6383 local 202

Email Address: bac.bjmpnhq@gmail.com

  
**DENNIS U ROCAMORA, CESE**  
Jail Chief Superintendent  
Deputy Chief for Operations of the  
Jail Bureau  
Chairperson, BJMP-NHQ BAC

## Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. Quotation exceeding the Approved Budget for the Contract shall be rejected.
4. Award of Contract shall be made to the Lowest Quotation (for goods and infrastructure) or, the highest rated offer (for consulting service) which complies with the minimum technical specification and other terms and conditions stated therein.
5. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
6. The item/s shall be delivered according to requirement specified in the Technical Specifications.
7. The BJMP-NHQ shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMP-NHQ shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

**I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.**

Name and Signature of Authorized Representative: \_\_\_\_\_

Name of the Company/ Business Name \_\_\_\_\_

Date: \_\_\_\_\_



## ANNEX "A"

Name of the Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 Telephone/ Cellphone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### Instructions:

1. Do not alter the contents of this form in any way.
2. All the technical specifications are mandatory. Failure to comply with the specification shall be a ground for the disqualification of your quotation.
3. Failure to follow these instructions will disqualify your entire quotation.

## TECHNICAL SPECIFICATIONS

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just check in the bidders "Statement of Compliance"

	Technical Specifications	STATEMENT OF COMPLIANCE
1.	Perform monthly periodic inspection, service and preventive maintenance on the said unit of elevator and their associated machineries, including applicable items under Preventive Maintenance	
2.	Assign qualified technicians with the right tools and equipment	
3.	Carry out periodic tests and provide certification duly signed by a Professional Mechanical Engineer, for the purpose of assisting the Entity in the application of necessary permits as required by competent authorities;	
4.	Provide the following items free of charge; i.e. grease, lubricant oils and cleaning materials in performing the Preventive Maintenance;	
5.	Provide a 24 – hour "hot line" response number for emergency call-out;	
6.	Perform emergency call – out service within one (1) hour from the Client's request. For minor breakdown involving no parts replacement, operation shall be restored within three (3) hours. The Contractor shall not be paid additional service charge, provided that the breakdown of the unit is not caused by accident or negligence on the part of the client, its employees or guest;	
7.	All parts for installation and replacement, as recommended by the Contractor, shall be subject to client's quality control inspection. In the event the service rendered and the item/s delivered fails to qualify within the expected performance level, the same may be repeated by the Contractor without additional charges to the client until it becomes satisfactory;	
8.	The Entity shall pay the Contractor monthly based on the actual services provided/rendered by the latter inclusive of Value Added Tax (VAT). The Contractor shall submit a billing statement monthly to the Entity.	

Financial Offer

Preventive Maintenance of BJMP-NHQ Elevator	
Approved Budget for the Contract: Forty-Two Thousand Pesos (Php 42,000)	
<i>Note: The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>	
Particulars	Bidder's offer per Preventive Maintenance
Preventive Maintenance of One (1) unit KOYO Elevator per month	
Computation for Total Bid Amount	Quantity x Bidder's offer per Preventive Maintenance x 12 Months
TOTAL BID AMOUNT (In words and in figures)	
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____	

Name and Signature of Authorized Representative: \_\_\_\_\_  
Date: \_\_\_\_\_



## 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] [insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative];

*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], accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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. 02-813-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. \_\_\_\_.

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 \_\_\_\_\_