



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

144 Mindanao Avenue, Quezon City
 Trunk lines: (+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 **Printing and Binding of the BJMP 5-Year HR Strategic Plan and BJMP Minimum Deployment Standards Manual** which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project	Printing and Binding of the BJMP 5-Year HR Strategic Plan and BJMP Minimum Deployment Standards Manual
ABC	One Hundred Twenty- Nine Thousand Two Hundred Fifty Pesos (Php 129,250.00)
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City
Delivery Date	Fifteen (15) Calendar Days upon Receipt of Notice to Proceed

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit our quotation duly signed by you or your authorized representative not later than 15 FEB 2021 at 5:00 PM.

Interested suppliers are required to submit the following documents:

- Valid and current Mayor's Permit;
- PhilGEPS Registration Number (Please indicate on the space provided in Annex "A"); and
- 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 through email at the address and contact numbers indicated below.

For further information, please refer to:

JSINSP 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.: _____
 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. Failure to follow these instructions will disqualify your entire quotation.
 3. 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	Remarks
BJMP 5-Year HR Strategic Plan Materials & Features:		
Size: A4		
Pages: 68		
Color: 4/4		
Paper Inside: Bookpaper #70 Cover: C2S #120		
Cover Laminate: Gloss		
Binding: Hardbind		
45 Copies		
BJMP Minimum Deployment Standards Manual Materials & Features:		
Size: A4		
Pages: 27		
Paper Inside: Bookpaper #70 Cover: C2S #120		
Cover Laminate: Gloss		
Binding: Hardbind		
10 Copies		
BJMP 5-Year HR Strategic Plan with Annexes Materials & Features:		
Size: A4		
Pages: 150		
Color: 4/4		
Paper Inside: Bookpaper #70 Cover: C2S #120		
Cover Laminate: Gloss		
Binding: Hardbind		
5 Copies		

FINANCIAL OFFER

Project:	Printing and Binding of the BJMP 5-Year HR Strategic Plan and BJMP Minimum Deployment Standards Manual
Approved Budget for the Contract:	One Hundred Twenty- Nine Thousand Two Hundred Fifty Pesos (Php 129,250.00)

Particulars	ABC	Bid Amount
BJMP 5-Year HR Strategic Plan	Php 96,750.00	
BJMP Minimum Deployment Standards Manual	Php 15,000.00	
BJMP 5-Year HR Strategic Plan with Annexes	Php 17,500.00	
TOTAL BID AMOUNT (in words and figures)	Php 129,250.00	

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

Name and Signature of Authorized Representative: _____

Name of the Company/ Business Name: _____

Date: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]