



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 (BJMPNHQ), through its Bids and Awards Committee, intends to procure **SUPPLY AND DELIVERY OF VARIOUS OFFICE FIXTURES FOR DICTM** which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE FIXTURES FOR DICTM</b>
ABC	<b>FIVE HUNDRED FIFTY-EIGHT THOUSAND TWO HUNDRED THREE AND 50/100 PESOS (PHP 558,203.50)</b>
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue Project 8, Quezon City
Delivery Date	Fifteen (15) Calendar Days upon the receipt of Purchase Order

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 your quotation duly signed by you or your authorized representative not later than 25 NOV 2022 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");
- Latest Income Tax Return filed thru EFPS; 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**

Chief, Procurement Section

Directorate for Logistics

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

Telephone Number: 927-6383 loc. 202

Email Address: [bac.bjmpnhq@gmail.com](mailto: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 inspect the materials and equipment's to be used 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 : \_\_\_\_\_

Tax Identification 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.





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
<div>Office Clerical Chair</div> <div><div><div><div></div></div><div>• Medium Back Chair Arms</div></div><div><div><div></div></div><div>• Black color</div></div><div><div><div></div></div><div>• Good Quality PU Leather for Back &amp; Seat: Black</div></div><div><div><div></div></div><div>• Aluminum Base + Chrome Caster Wheel</div></div><div><div><div></div></div><div>• Height Adjustable</div></div><div><div><div></div></div><div>• Swivel Chair</div></div><div><div><div></div></div><div>• Weight: 15.5Kg</div></div><div><div><div></div></div><div>• Weight Capacity: 100Kg</div></div></div> <div></div>		
<div>Office Chair with Medium Back Rest</div> <div><div><div><div></div></div><div>• High Back Executive Office Chair</div></div><div><div><div></div></div><div>• Color Black</div></div><div><div><div></div></div><div>• Good Quality PU Leather for Back&amp;Seat</div></div><div><div><div></div></div><div>• Butterfly Mechanism with 1 Lock Position</div></div><div><div><div></div></div><div>• Aluminum Base+Chromed Caster Wheel</div></div><div><div><div></div></div><div>• Height Adjustable Office Chair</div></div><div><div><div></div></div><div>• Swivel Chair</div></div><div><div><div></div></div><div>• Tilt Lock Mechanism</div></div><div><div><div></div></div><div>• Weight:22Kg</div></div><div><div><div></div></div><div>• Weight Capacity: 100Kg</div></div></div>		



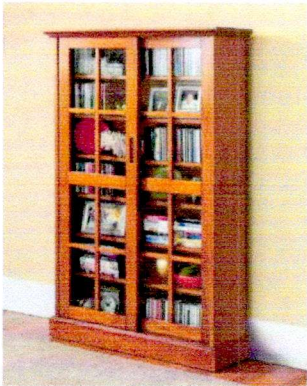

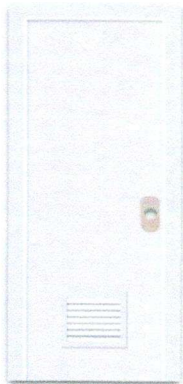
		
<p><b>Executive Office Clerical Chair</b></p> <ul style="list-style-type: none"> <li>• <b>Materials</b> <ul style="list-style-type: none"> <li>○ Headrest/ Backrest/Seat: High Quality Leather</li> <li>○ Armrest: PP Armrest</li> <li>○ Gaslift: 3-Stage Pneumatic Rod</li> <li>○ Base: Electroplated Feet Base <ul style="list-style-type: none"> <li>▪ Diameter: 70CM</li> </ul> </li> <li>○ Wheels: Nylon Wheels <ul style="list-style-type: none"> <li>▪ Size: 6CM</li> </ul> </li> </ul> </li> <li>• <b>Features</b> <ul style="list-style-type: none"> <li>○ Ergonomic Office Chair</li> <li>○ Recline Length: up to 125°</li> <li>○ Tilt-Lock Mechanism</li> <li>○ Armrest: 3D</li> <li>○ Seat Height: 49-55CM</li> </ul> </li> <li>• Weight Capacity: 180Kg</li> <li>• Recommended Height User: 160-200CM</li> <li>• Weight: 25.5Kg</li> <li>• Packaging Size: 88*36*65CM</li> </ul> 		
<p><b>Medium Sofa 2 seaters</b></p> 		
<p><b>Sofa Complete Set</b>  1pc 3 seater L180cm x W80cm H90cm  1pc 2seater L130 cm x W80cm x H90cm  1pc Ottoman – L78cm x W55cm x H45cm  All color gray</p>		

		
<p><b>Executive Office tables with glass on top</b> (LxWxH)120 x 60 x 75cm Wood material brown color or Wood design</p> 		
<p><b>Office tables</b> 100 x 60 x 75cm Wood material brown color or Wood design</p> 		
<p><b>Conference Table with Glass</b> Solid wood Brown color (LxWxH)360 x 120 x 75cm</p> 		

<p><b>Receiving Cubicle Table for 2 seaters</b>  <b>(LxWxH)240 x 120 x 120cm</b>  with Glass view  Beige or Brown color  Particle board with Aluminum Profile</p> 		
<p><b>Glass Cabinet</b>  74 inches in Height, 40 inches in Length, 18 inches in Width  Solid wood  With Caster Wheel</p> 		
<p><b>Mini cabinet with wheels</b>  Material: Wood Panel, Type: Panelboard  With easy to move wheels  Size40cm (15.7" in) x 40cm (15.7" in) x 60cm (23.6" in)  Brown or wood type</p> 		



<p><b>Single Side Bed Frame</b></p> 		
<p><b>Cabinet for Clothes Regular</b> Size: 90 x 47 x 186 cm (LWH) Brown or Wood Type Design</p> 		
<p><b>Cabinet for Clothes Big</b> Size: 120 x 47 x 186 cm (LWH) Brown or Wood Type Design</p> 		
<p><b>Monoblock Chair</b></p> 		

<p><b>Medium Cabinet with Sliding Glass Cover</b></p> <p>74 inches in Height, 30 inches in Length, 18 inches in Width</p> <p>Solid wood</p> <p>With Caster Wheel</p> 		
<p><b>Curtain Blinds with Installation</b></p> <p>1pc H180cm x 470cm</p> <p>1pc H180cm x 450cm</p> <p>1pc H180cm x 550cm</p> <p>1pc H180cm x 515cm</p> 		
<p><b>Door for Comfort Room</b></p> 		



FINANCIAL OFFER

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Project: <b>SUPPLY AND DELIVERY OF VARIOUS OFFICE FIXTURES FOR DICTM</b>					
Approved Budget for the Contract: <b>FIVE HUNDRED FIFTY-EIGHT THOUSAND TWO HUNDRED THREE AND 50/100 PESOS (PHP 558,203.50)</b>					
Particular	UOM	Qty	ABC	Price per pc	Amount
Office Clerical Chair	Pc	14	84,000.00		
Office Chair with Medium Back Rest	Pc	5	40,000.00		
Executive Office Clerical Chair	Pc	2	20,000.00		
Medium Sofa 2 seaters	Pc	1	10,000.00		
Sofa Complete Set	Set	2	40,000.00		
Executive Office tables with glass on top	Set	5	75,000.00		
Office tables	Pc	2	10,000.00		
Conference Table with Glass	Set	1	42,203.50.		
Receiving Cubicle Table for 2 seaters	Pc	1	20,000.00		
Glass Cabinet	Pc	2	50,000.00		
Mini cabinet with wheels	Pc	10	30,000.00		
Single Side Bed Frame	Pc	1	8,000.00		
Cabinet for Clothes Regular	Pc	1	8,000.00		
Cabinet for Clothes Big	Pc	1	15,000.00		
Monoblock Chair	Pc	20	36,000.00		
Medium Cabinet with Sliding Glass Cover	Pc	1	15,000.00		
Curtain Blinds with Installation	lot	1	50,000.00		
Door for Comfort Room	Pc	1	5,000.00		
TOTAL BID AMOUNT (in words and figures)					
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]*

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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], 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]*