

**Request for Quotation**


**8 November 2021**

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. **TPB-RFQ 2021-11-419**

PR No. 11.008

**Requirements:** Document UV Sanitizer


Unit	Particulars	Unit Cost	Total Cost
16 pcs	<p align="center"><b>Document UV Sanitizer – Plastic Box Type with Timer</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>- Material: ABS</li> <li>- Size: Can fit Legal size paper</li> <li>- Input Power: 5W</li> <li>- Voltage: 220-240V</li> <li>- Standard Plug: Type A</li> <li>- Disinfection Method: Ozone + UV</li> <li>- Other:               <ul style="list-style-type: none"> <li>➤ Box should be opaque about 15”H</li> <li>➤ With insulation</li> </ul> </li> </ul> <p><b>Design Peg:</b></p> 	PhP5,000.00	PhP80,000.00

	<b>Allocation List:</b>																																					
	<table border="1"> <thead> <tr> <th>Offices and Departments</th> <th>No. Of Pieces</th> </tr> </thead> <tbody> <tr> <td>Office of the Chief Operating Officer</td> <td>1</td> </tr> <tr> <td>Internal Audit Office</td> <td>1</td> </tr> <tr> <td>OCBS</td> <td>1</td> </tr> <tr> <td>Legal Department</td> <td>1</td> </tr> <tr> <td>Management Information and System Department</td> <td>1</td> </tr> <tr> <td>Corporate Planning and Business Development</td> <td>1</td> </tr> <tr> <td>ODCOO – MP</td> <td>1</td> </tr> <tr> <td>International Promotions Department</td> <td>1</td> </tr> <tr> <td>Domestic Promotions Department</td> <td>1</td> </tr> <tr> <td>MICE Department</td> <td>1</td> </tr> <tr> <td>Marketing and Communications Department</td> <td>1</td> </tr> <tr> <td>ODCOO – CA</td> <td>1</td> </tr> <tr> <td>Finance Department</td> <td>1</td> </tr> <tr> <td>Administrative Department</td> <td>1</td> </tr> <tr> <td>Cashier Division</td> <td>1</td> </tr> <tr> <td>Library/Records</td> <td>1</td> </tr> </tbody> </table>				Offices and Departments	No. Of Pieces	Office of the Chief Operating Officer	1	Internal Audit Office	1	OCBS	1	Legal Department	1	Management Information and System Department	1	Corporate Planning and Business Development	1	ODCOO – MP	1	International Promotions Department	1	Domestic Promotions Department	1	MICE Department	1	Marketing and Communications Department	1	ODCOO – CA	1	Finance Department	1	Administrative Department	1	Cashier Division	1	Library/Records	1
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<b>*** Nothing Follows ***</b>																																						
Terms	30 Days upon receipt of the Sales Invoice/SOA.																																					
Delivery	15 Days upon receipt of the Notice to Proceed.																																					
ABC	<b>PhP80,000.00</b> inclusive of all applicable charges and taxes																																					

The last day for submission of **quotation** is not later than 12:00 noon on **12 November 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

  
**ELOISA A. ROMERO**  
 Administrative Officer V  
 Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**  
Contact No (8)525-9318local 268

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Tax Clearance*
3. *Company Profile/Curriculum Vitae (for sole proprietorship) (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

**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]*