



AFP Retirement and Separation Benefits System

Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION

Please quote your lowest price on the items listed below, subject to the conditions also listed below, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than **10:00 a.m 26 February 2021** to this address:

**General Services Department
AFP Retirement and Separation Benefits System (AFPRSBS)
424Capinpin Ave. Camp General Emilio Aguinaldo, Quezon City**

Name of Project/ Brief Description	Procurement of Lease of Photocopying Machine
Approved Budget for the Contract (ABC)	Php300,000.00

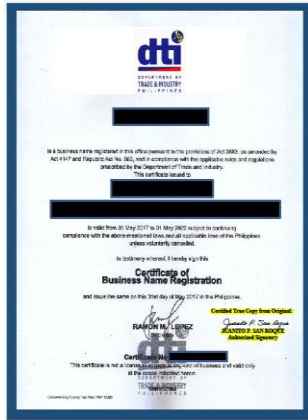
NOTES:

1. All entries in the Quotation Form shall be typewritten.
2. Quotation Form shall be submitted in a **sealed envelope**.
3. Bidders shall submit with their quotations technical brochures with pictures of the product being offered.
4. Quoted prices shall be inclusive of value-added taxes and other applicable taxes and shall be firm and valid for a period of at least thirty (30) days from the date of receipt of quotation and shall be binding upon the supplier within the period.
5. As a Government Owned and Controlled Corporation (GOCC), the AFPRSBS shall deal only with legitimate suppliers which issue BIR-registered official receipts.
6. Accreditation requirements shall be submitted in a **separate sealed envelope**, which shall include the following:
 - a) Certified True Copy of the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate;
 - b) Certified True Copy of Valid and Current Mayor's Permit and/or Business Permit;
 - c) Certified True Copy of the Bureau of Internal Revenue (BIR) Registration Certificate with Taxpayer's Identification Number (TIN); and Tax Clearance.
 - d) Certified True Copy of the Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate; and
 - e) Original Copy of the Corporate Secretary's Certificate designating the company's authorized representative to submit and sign the bid and to sign any and all contracts and documents pertaining to the placement and acceptance of orders.

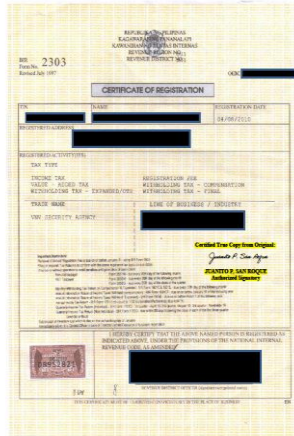
SUBMISSION BY ELECTRONIC or ONLINE MEANS

In addition to the submission of sealed bids as discussed in the as stated in the foregoing, Bidders can submit bids thru electronic or online means in accordance with the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 as guided by the following procedures:

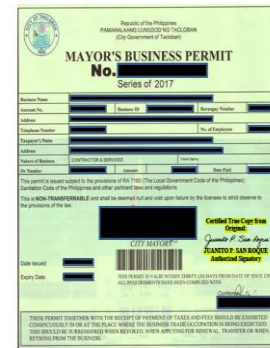
- a. All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address afprsbacsec@gmail.com on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic Procurement System (PhilGEPS). The electronic documents must be sent through the **bidder's valid company e-mail account** or through the **e-mail address of the bidder's duly authorized representative**.
- b. The receipt of electronic submission shall be acknowledged by the AFPRSBS BAC Secretariat through an e-mailed reply from the official AFPRSBS e-mail account afprsbacsec@gmail.com. A Bid receipt page for the official time of submission as well as the e-mail acknowledgment of the submission shall be printed by the AFPRSBS BAC representative for reference and audit trail.
- c. Bid documents to be submitted through electronic means must be saved in two (2) separate compressed archive folders in "WinRAR" or "ZIP" archive format. These should be sent simultaneously to the afprsbacsec@gmail.com. The **first compressed archived folder** which shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR for the procurement of Goods and Infrastructure Projects shall be labelled as "**Technical Bid**", while the **second compressed archived folder** which shall contain the financial component of the bid shall be labelled as "**Financial Bid**".
- d. The electronic Bidding Documents contained in each of the compressed archive folders must be **password-protected**. The passwords for accessing the files will be disclosed by the bidders' duly authorized representatives to the AFPRSBS BAC Secretariat only during the actual bid opening which will be done face-to-face through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder's valid company e-mail account and/or e-mail address of the bidder's duly authorized representative.
- e. Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or not password-protected folder, or for its premature opening.
- f. The Bidding Documents to be submitted through electronic means should be **scanned copies of the original documents** in PDF/JPEG file format. Each scanned document must bear the markings "**Certified True Copy from Original**" **duly signed by the bidder's authorized signatory**. Each document must be saved in PDF/JPEG file format using this **file name format: "Name of Bidder - Title of the Original Document"**. Examples are shown below:



File Name:
ABC Company – DTI
Certificate of Registration



File Name:
ABC Company – BIR
Certificate of Registration



File Name:
ABC Company – Mayor's
Business Permit

- g. As with manual submission, Bidders may modify or withdraw their electronic bid submission at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to send another Bid equally secured, properly identified, and labelled as **“Technical Bid Modification”** and **“Financial Bid Modification”**. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Electronic bids submitted after the deadline shall not be accepted.
 - h. Electronic Bidding Documents, including the eligibility requirements under Section 23.1 of the IRR, submitted after the deadline shall not be accepted by the BAC Secretariat. The BAC Secretariat shall generate a Bid receipt page for the official time of late submission which should be saved and printed for reference and audit trail. The BAC Secretariat shall likewise record in the minutes of bid submission and opening, the bidder’s name, its representative and the time the late bid was submitted.
7. Job Order / Contract shall be awarded to the bidder with the best product quality and lowest calculated responsive bid.
 8. Delivery period from Notice of Award and/or Job Order shall be within fifteen (15) calendar days.
 9. Within ten (10) calendar days from receipt of the Notice of Award but in no case later than the signing of contract by both parties, the supplier shall furnish the performance security equivalent to (5%) percent of the total contract price.
 10. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the AFPRSBS.
 11. Payment shall be made promptly but in no case later than sixty (60) days after submission of the Statement of Account and invoice or claim.
 12. All payments shall be subject to five percent (5%) retention, which shall be released upon submission of a Statement of No Liability after a period of at least three (3) months.
 13. Warranty on both parts and services shall be good for a period of at least one (1) year from date of acceptance by the AFPRSBS.

14. AFPRSBS reserves the right to post-qualify any supplier and/or to reject any or all submitted quotations without thereby incurring any liabilities to the affected bidder/supplier or bidders/suppliers.
15. Request for Quotation may be downloaded from the PhilGEPS website starting **13 February 2021**. For further information, please call at telephone numbers 912-1858 / 912-1868 and look for Ms. Bernadette V. Soriano, General Services Department, AFPRSBS.

QUOTATION FORM

ITEM No.	ITEM & DESCRIPTION	QTY.	PRICE
1	Procurement of Lease of Photocopying Machines		

Name of Bidder : _____
:
Delivery Period : _____
:
Warranty : _____
:
Price Validity : _____

After having carefully read and accepted your conditions above, I/We quote you on the item at prices noted above.

Print Name / Signature

Company _____
Tel. No. _____
Fax No. _____
e-mail address: _____

Date

TIN No. _____