



REQUEST FOR QUOTATION

RFQ-CO-20-004

The Human Settlements Adjudication Commission (HSAC), through its Bids and Awards Committee, will undertake procurement through Small Value Procurement for the Supply and Delivery of COVID-19 Response Items for the Human Settlements Adjudication Commission, in the sum of **Sixty-Three Thousand Five Hundred Pesos Only (Php63,500.00)**, in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are listed in **Annex "A"**.

Interested suppliers are required to provide their PhilGEPS Registration Number. Likewise, please attach together with your quotation/offer/proposal, copy of your Mayor's/Business Permit and Omnibus Sworn Statement.

The deadline for the submission of quotation and eligibility documents is on or before **10:00AM of 09 December 2020** at the Procurement Section, General Services Division - Administrative Service, 6/F HLURB Building, Kalayaan Avenue corner Mayaman Street, Diliman, Quezon City, or through E-mail address at ***gsd@hsac.gov.ph*** or ***procurement@hsac.gov.ph***.

The HSAC assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HSAC, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

For inquiries, you may contact **Mr. Wilfredo D. Rosella** at Mobile No. 0932-1368188.

FREDERICK ALLAN M. LIGSAY

Procurement, General Services Division-
Administrative Service



Price Proposal Submission Sheet

Date: _____

The Bids and Awards Committee

Human Settlements Adjudication Commission
Central Office

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our proposal for the "**Supply and Delivery of COVID-19 Response Items for the Human Settlements Adjudication Commission**", with the following details:

(with an Approved Budget for the Contract of ₱63,500.00)

Unit	Item Description	Quantity	Unit Price	Total Price
gallons	Alcohol	60		
boxes	Surgical Mask	100		
boxes	Gloves	25		
Total Bid Price*				
(Amount in Words)*				

**The above quoted prices are VAT inclusive*

Name of Company/Supplier: _____

Complete Name & Signature
of Authorized Representative: _____

Office Address: _____

Office Telephone/Fax No./

Mobile Telephone No.: _____

E-mail Address/es: _____

PhilGEPS Registration No.: _____

TIN: _____

Omnibus Sworn Statement

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;
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;