



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT



REQUEST FOR QUOTATION

Date: January 14, 2025

RFQ No. SVP-2025-01-01

TO ALL PHILGEPS REGISTERED PHOTOCOPIER PROVIDER COMPANIES:

Please quote your best offer for the item described below, subject to the Terms and Conditions provided hereof. Submit your quotation duly signed by you or your duly authorized representative and copies of the requirements in two (2) separate sealed envelopes.

The first envelope shall contain the following:

1. Mayor's/Business Permit and/or Proof of Renewal of Permit
(*Stamped with "Certified True Copy"*)
2. PhilGEPS Registration/Organization Number
(*Stamped with "Certified True Copy"*)
3. Latest Income/Business Tax Return – BIR 1702/1701
(*Stamped with "Certified True Copy"*)
4. Notarized Omnibus sworn statement by the prospective bidder/supplier or its duly authorized representative as to the following:
 - 4.1 It is not blacklisted or barred from bidding by the government of the Philippines (GOP) or any of its agencies, offices, corporations or LGUs;
 - 4.2 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;
 - 4.3 It is authorizing the PCGG Chairman or its duly authorized representative and the BAC/Procurement Unit to verify all the documents submitted;
 - 4.4 The representative is duly authorized and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the bidder in the bidding with the duly notarized Secretary's Certificate attesting to such act, if the bidder is corporation, partnership, cooperative or a joint venture;
 - 4.5 Bidder's compliance to his responsibilities as provided in the Guidelines;
 - 4.6 Disclosure of no relationship by consanguinity or affinity up to the third civil degree to the head of the PCGG, to the BAC members and its Secretariat, or to anyone who directly or indirectly took part in the bidding process.
 - 4.7 It 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 PCGG in relation to any procurement or activity.



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The second envelope shall contain the duly accomplished Bid Form with duly signed Terms and Conditions.

Sealed quotations may be submitted to the undersigned at the Presidential Commission on Good Government (PCGG), Administrative Services Division, 21ST Floor, JMT Corporate Condominium, 27 ADB Avenue, Barangay San Antonio, Pasig City, with telephone number **8725-9039** on or before **January 22, 2025 10:00AM.**

DIR. ROMULO A. SIAZON
Chairperson, Bids & Awards Committee



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BID FORM

Date: _____
RFQ No.: SVP-2025-01-01

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
PhilGEPS Registration/Organization No. : _____

After having carefully read and accepted the attached Terms and Conditions dated _____, I/We submit our quotation for the item as follows:

Item Description	Contract Term	Approved Budget for the Contract	Offer					
			Price (PROCUREMENT OF RENTAL SERVICES FOR PHOTOCOPIER MACHINES as described in the Terms and Conditions)			Compliance with Technical Specifications (please check)		Remarks
			Qty.	Unit Price	Total Price (VAT Inclusive)	Yes	No	
PROCUREMENT OF RENTAL SERVICES FOR PHOTOCOPIER MACHINES FOR THE PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT (PCGG) FOR FY 2025	1 year	PhP 600,000.00				[]	[]	

Signature over Printed Name

Contact Number (Landline and/or Cellphone Nos /e-mail address.)