



PHILIPPINE INTERNATIONAL TRADING CORPORATION

5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

Request for Quotation

RFQ Reference No. MPG-EP-2020-12-011

(EMERGENCY PROCUREMENT)

SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW FORKLIFTS FOR THE OFFICE OF CIVIL DEFENSE (OCD)

The **Philippine International Trading Corporation (PITC)** and the **Office of Civil Defense (OCD)** intend to apply the sum of **PESOS: Eight Million Seventy-Six Thousand Nine Hundred Twenty-Three & 04/100 (P8,076,923.04) (Inclusive of VAT)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Supply and Delivery of Six (6) Units Brand New Forklifts for the Office of Civil Defense (OCD)** more particularly described as follows:

Item Description	Qty.	Approved Budget for the Contract (PhP) (VAT Inclusive)	
		Unit Price	Total Price
Forklifts	6 units	1,346,153.84	8,076,923.04

In view of this, may we request Suppliers to submit quotation with the following requirements, terms and conditions for compliance:

Required Delivery Period: Within sixty (60) calendar days from receipt of Notice to Proceed (NTP)

Required Delivery Area: OCD Warehouses in Region II, III, V, and Warehouse in Basco, Samar and Dinagat Islands.

OCD Warehouses	Delivery Address
OCD Region II	Regional Government Center, Carig Sur, Tuguegarao City
OCD Region III	3-in-1 DRRM Facility, Fort Magsaysay, Nueva Ecija
OCD Region V	DCC -Compund, PAF-TOG 5, Airport Site, Legaspi City, Albay
OCD Central Office Warehouse	OCD Central Office Warehouse, Camp General Emilio Aguinaldo, Quezon City
Logistics Hub – Allen Northern Samar	Brgy. Sabang 2, Allen Northern Samar
Logistics Hub – Dinagat Islands	Brgy. San Antonio, Dinagat Islands

For submission:

1. Minimum Eligibility Requirements:

FOR AUTHORIZED MANUFACTURERS, DISTRIBUTORS, DEALERS OR SUPPLIERS:

- Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship;
- Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;
- Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR;
- Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports):
 - Independent Auditor's Report;
 - Balance Sheet (Statement of Financial Position); and
 - Income Statement (Statement of Comprehensive Income)



OR

Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (a), (b), (c) and (d) above.

*Note: Supplier must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for 2019 and 2018 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.

2. Technical Requirements:

a. Completely filled out PITC Technical Documents:

ANNEX	ITEM DESCRIPTION
Annex I	Technical Quotation Form
Annex I-A	Technical Specification dated 23 November 2020
Annex I-B	Test and Acceptance Procedures dated 23 November 2020

- b. Brochure and/or Technical Data Sheet for the item being offered **showing compliance** to the required Technical Specifications. Internet downloads may be included to supplement the information contained in the original brochures.
- c. Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the manufacturer of the item.
- d. List of Authorized Service Center/s nationwide (Luzon, Visayas and Mindanao) including the (with parts availability, indicating address, telephone & fax numbers, email address and contact person) of item being offered;

In the event of closure of business, termination of franchisee/service center, the supplier shall notify the OCD and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services;

e. Omnibus Sworn Statement, **Annex II**;

3. Financial Requirements:

- a. Completely filled out PITC Financial Quotation Form: **Annex III**- Supplier’s price proposal must not be more than the ceiling price per item and must be inclusive of VAT;
- b. Price must be valid for One Hundred Twenty (120) calendar days upon submission of quotation.

Should your company be interested, you may submit your **open quotation** on or before **Monday, 14 December 2020** not later than **5:00pm** thru the following email address:

- pio.bellosillo@pitc.gov.ph
- pio.bellosillo@pitc1973.onmicrosoft.com

Note: Maximum size of email with attachment is six (6) MB only. You may email your quotation in parts if your attachment is more than six (6) MB.

Thank you.

(SGD) MYRA CHITELLA T. ALVAREZ
Acting Vice President
Military Procurement Group



After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the Supply and Delivery of six (6) units Brand New Forklifts for the Office of the Civil Defense (OCD)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation of Company Authorized Representative (in print)

Contact Details (Tel. No., Fax No. & Email Address)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I (Page 1 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW FORKLIFTS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-12-011

EMERGENCY PROCUREMENT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	TECHNICAL SPECIFICATIONS	Supplier’s Statement of Compliance
1)	Technical Specifications Forklifts dated 23 November 2020 attached as Annex I-A	
2)	Test and Acceptance Procedure Forklifts dated 21 September 2020 attached as Annex I-B	

Please specify the brand and model number being offered

Brand and Model No.	
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Line No.	OTHER REQUIREMENTS	Supplier’s Statement of Compliance
3)	Markings: With OCD logo (5’ diameter) & NDRRMC Logo (5’ x 7’) (+/- 5% tolerance) at the lower right portion of the forklift	
4)	To provide Contractor’s Label which include: <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Supplier’s Name: Contract No.: Project Name: Lot No: </div>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I (Page 2 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
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**SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW FORKLIFTS
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INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
5)	<p>PRE-SHIPMENT/PRE-DELIVERY INSPECTION AND TESTING:</p> <ol style="list-style-type: none"> 1. Pre-Delivery Inspection by the Joint OCD & PITC Technical Inspection and Acceptance Committee shall be conducted at the Supplier’s Facility in the Philippines where the item is complete and ready for inspection. 2. There will be minimum five (5) members of the Joint OCD & PITC Technical Inspection and Acceptance Committee. 3. All costs relative to the pre-delivery inspection including travel, board and lodging and related expenses shall be for the account of the supplier. 4. The pre-delivery test shall follow the procedures below: <ol style="list-style-type: none"> a) All Forklift shall be subjected to visual inspection and functional testing by the joint OCD and PITC Technical Inspection and Acceptance Committee. b) In case of non-compliance with the Technical Specifications on any item/part of the Family Tent as per the test results, the Supplier shall be given a chance to correct the defect found within ten (10) calendar days from receipt of Notice to Correct. Supplier shall be allowed to correct the defect found only once. Once the allowable correction exceeded and non-compliant it could be a basis for termination of the contract. c) Once all defects are corrected with the Technical Specifications after required testing/s and the necessary part/s of the unit are replaced accordingly and shall be declared as compliant d) All expenses of the procuring entity necessary for the conduct of this activity in facilities/places in the Philippines shall be shouldered by the Supplier. 	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Annex I (Page 3 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM
SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW FORKLIFTS
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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier's Statement of Compliance														
7)	<p>Delivery:</p> <ul style="list-style-type: none"> Delivery Period: Within Sixty (60) Calendar days upon receipt of Notice to Proceed. Delivery Place: OCD Warehouse in Region II, III, V and Warehouse in Samar and Dinagat Islands. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">OCD Warehouses</th> <th style="width: 50%;">Delivery Address</th> </tr> </thead> <tbody> <tr> <td>OCD Region II</td> <td>Regional Government Center, Carig Sur, Tuguegarao City</td> </tr> <tr> <td>OCD Region III</td> <td>3-in1 DRRM Facility, Fort Magsaysay, Nueva Ecija.</td> </tr> <tr> <td>OCD Region V</td> <td>DCC -Compund, PAF-TOG 5, Airport Site, Legaspi City, Albay</td> </tr> <tr> <td>OCD Central Office Warehouses</td> <td>OCD Central Office Warehouse, Camp General Emilio Aguinaldo, Quezon City.</td> </tr> <tr> <td>Logistics Hub – Allen Northern Samar</td> <td>Brgy. Sabang 2, Allen Northern Samar</td> </tr> <tr> <td>Logistics Hub – Dinagat Islands</td> <td>Brgy. San Antonio, Dinagat Islands</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The physical count of functionality of the forklift shall be the primary focus of the procuring entity during the delivery stage The Supplier shall be responsible in unloading the items from the container to the designated warehouses of the OCD. All costs related to porter services, handling and other related expenses shall be borne by the Supplier. In the absence of materials handling equipment at the site, the Supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expense of the Supplier. The Supplier must inform PITC account officer at least seven (7) calendar days prior to the delivery of the forklift in the delivery place/site. Failure to give due notice shall be a ground of non-acceptance of delivery. All expenses related to the delivery shall be for the account of the supplier. There will be two (2) PITC representatives present during the inspection and acceptance of the items delivered. 	OCD Warehouses	Delivery Address	OCD Region II	Regional Government Center, Carig Sur, Tuguegarao City	OCD Region III	3-in1 DRRM Facility, Fort Magsaysay, Nueva Ecija.	OCD Region V	DCC -Compund, PAF-TOG 5, Airport Site, Legaspi City, Albay	OCD Central Office Warehouses	OCD Central Office Warehouse, Camp General Emilio Aguinaldo, Quezon City.	Logistics Hub – Allen Northern Samar	Brgy. Sabang 2, Allen Northern Samar	Logistics Hub – Dinagat Islands	Brgy. San Antonio, Dinagat Islands	
OCD Warehouses	Delivery Address															
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Logistics Hub – Allen Northern Samar	Brgy. Sabang 2, Allen Northern Samar															
Logistics Hub – Dinagat Islands	Brgy. San Antonio, Dinagat Islands															
8)	<p>ACCEPTANCE PROCEDURE:</p> <ul style="list-style-type: none"> The Forklift shall be inspected as to completeness in the items The Forklift shall be inspected for external defects and cracks at the place of delivery 															

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
	Inclusive of forklift operator training package which include the “Maintenance and Operations of the Delivered Forklift” for four (4) personnel each of the six (6) delivery areas.	
9)	Warranty: Minimum of one (1) year Service Warranty from date of final acceptance of delivery in full (full replacement of defective items)	
10)	Replacement of Defective Items: Within fifteen (15) calendar days from receipt of Notice to Replace from PITC, the supplier shall replace any newly delivered unit found defective that maybe traceable to poor workmanship, use of poor quality materials, and non-compliance with the specifications.	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.
I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.
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Signature of Company Authorized Representative

Name & Designation (in print)

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

Camp Gen. Emilio Aguinaldo, Quezon City, Philippines

**TECHNICAL SPECIFICATIONS
FOR SUPPLY AND DELIVERY OF FORKLIFTS IN OCD REGIONAL WAREHOUSES**

Date: 23 NOV 2020

MINIMUM TECHNICAL SPECIFICATIONS
<p>Six (6) units of Forklifts in OCD Regional Warehouses in Regions II, III, V, and Warehouses in Basco, Batanes; Northern Samar and Dinagat Islands</p> <ul style="list-style-type: none"> Minimum Specifications: Power: Diesel Rated Capacity: 3000kg Lifting Height: 3000mm Forks Dimension (LxWxH): 1070x125x45mm Max. traveling speed (loaded): 20 kph Max. lifting speed (loaded/empty): 470/520 mm/s Overall length (without fork): 2780mm Overall width: 1230 mm Mast lowered height: 2075mm Mast extended height: 4260mm <p>Tire - Front: 28x9-15-12PR - Rear: 6.50-10-10PR</p> <p>Wheelbase: 1700mm Battery Voltage/Capacity: 12/90 V/Ah Rated power: 42.1/2300 kw/r.p.m Rated torque: 196.3/1700Nm/r.p.m Cylinder amount: 4 Bore x Stroke: 99x110mm Displacement: 3.319 Fuel Tank Capacity: 70 liters Transmission: Automatic Working Pressure: 17.5 MPa</p> <p>With OCD logo (5' diameter) & NDRRMC Logo (5' x 7') (+/-5% tolerance) at the lower right portion of the forklift (See Annex for layout)</p>
<ul style="list-style-type: none"> Terms of Reference: <ol style="list-style-type: none"> Price inclusive of taxes, insurance and delivery cost per Regional Warehouses Period of Delivery: Within sixty (60) calendar days from receipt of Notice to Proceed (NTP) Requiring the submission of maintenance and operations manual (in English Language) during the opening of bids. Delivery Area: OCD Warehouses in Region II, III, V, and Warehouses in Basco, Samar and Dinagat Islands

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date



MINIMUM TECHNICAL SPECIFICATIONS	
OCD WAREHOUSES	DELIVERY ADDRESS
OCD Region II	Regional Government Center, Carig Sur, Tuguegarao City
OCD Region III	3-in-1 DRRM Facility, Fort Magsaysay, Nueva Ecija
OCD Region V	DCC- Compound, PAF-TOG 5, Airport Site, Legaspi City, Albay
OCD Central Office Warehouse	OCD Central Office Warehouse, Camp General Emilio Aguinaldo, Quezon City
Logistics Hub- Allen Northern Samar	Brgy. Sabang 2, Allen Northern Samar
Logistics Hub- Dinagat Islands	Brgy. San Antonio, Dinagat Islands

E. With one (1) year Service Warranty

F. With available or accredited Service Centers nationwide (with list of authorized service center in the regions)

G. Require Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. Supplier's warranty certificate include that the original warranty/ guarantee certificate issued in the name of OCD with full replacement for defective items including certification for the Spare Parts Availability and List of Branches / Accredited Service Center nationwide (Luzon, Visayas and Mindanao) including the minimum of one (1) year warranty with sales service within the warranty period as requirement in the Checklist during the Submission of Bids

H. Inclusive of forklift operator training package as requirement regarding in the Checklist during the Submission of Bids which include the "Maintenance and Operations of the Delivered Forklift" for four (4) personnel each for the six (6) delivery areas.

I. Post Qualification: Submission of brochure with the brand and model with certifications of after sales component indicate that the forklift is genuine and its parts, safety training and maintenance;

J. Pre-delivery Inspection of OCD and PITC TIAC representatives at the warehouse of the bidder to be done by conducting actual Physical count of the six (6) units and visual inspection and actual operational/ functional testing of at least one (1) unit of Forklift to be randomly taken of the delivered items.

Prepared by:

MR. LOUISE MARK U. CIRUNAY

Officer-In-Charge, Logistics, Interoperability and Force Management Division
And End-User

Noted by:

DIR. BERNARDO RAFAELITO R. ALEJANDRO IV, CESO IV
D, Operations Service



Approved by:

USEC RICARDO B JALAD
Administrator

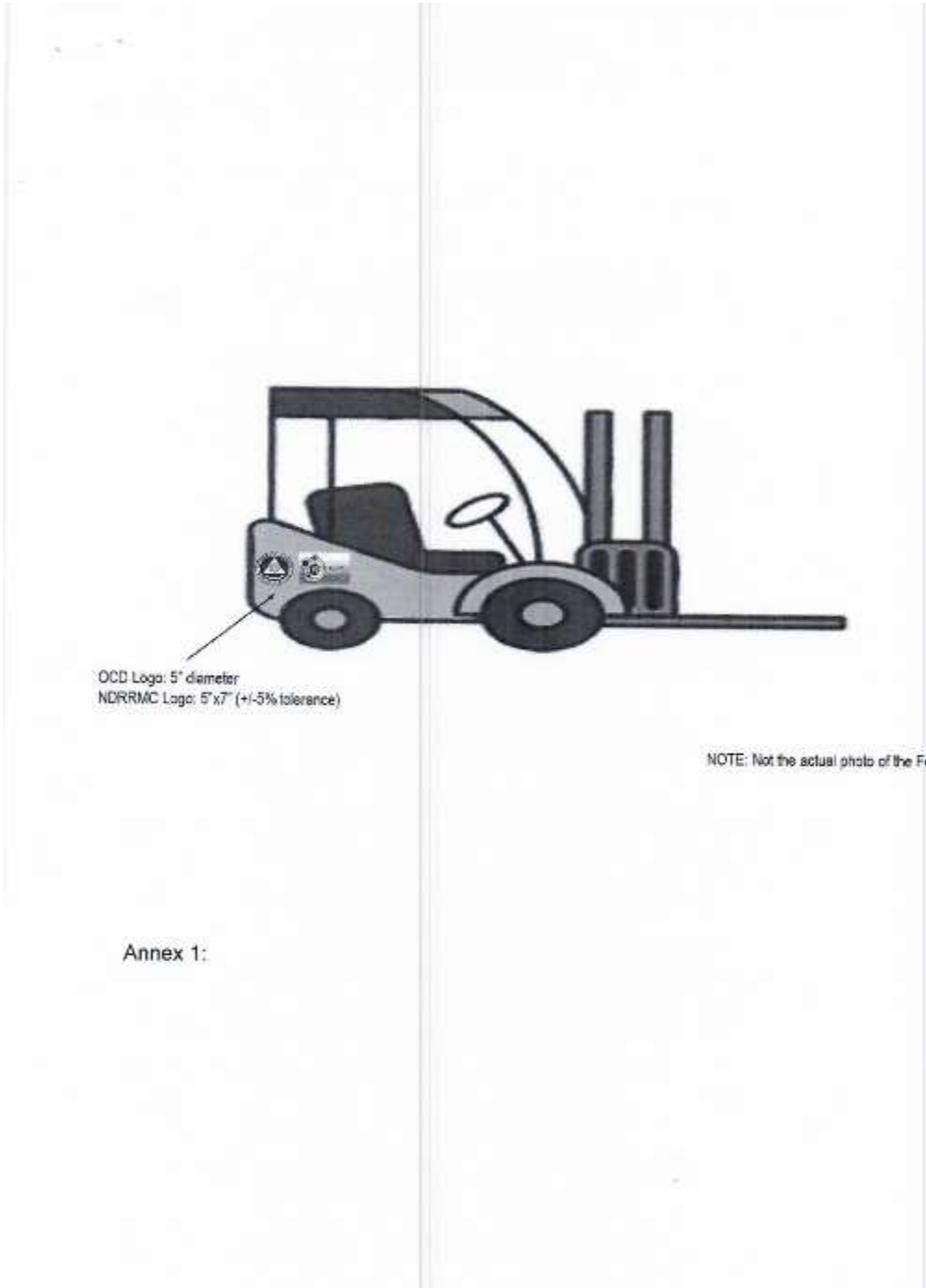
Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date



Annex 1:

<p>Conforme:</p> <p>_____</p> <p>Bidder's Company Name</p> <p>_____</p> <p>Signature of Authorized Representative</p> <p>_____</p> <p>Designation</p> <p>_____</p> <p>Date</p>



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

Camp Gen. Emilio Aguinaldo, Quezon City, Philippines

TEST AND ACCEPTANCE PROCEDURES FOR THE SUPPLY AND DELIVERY OF FORKLIFTS IN OCD REGIONAL WAREHOUSES

Date: 21 SEP 2020

SUPPLY AND DELIVERY OF FORKIFTS IN OCD REGIONAL WAREHOUSES

I – Pre- Delivery Inspection and Testing

1. Pre-Delivery Inspection by the Joint OCD & PITC Technical Inspection and Acceptance Committee shall be conducted at the Supplier's Facility in the Philippines where the item is complete and ready for inspection.

Additional Requirements: To provide OCD-NDRRMC markings on the Forklift and Contractor's Label which include:

- Supplier's Name:
- Contract No.:
- Project Name:
- Lot No.:

- There will be minimum five (5) members of the Joint OCD & PITC Technical Inspection and Acceptance Committee.
- All costs relative to the pre-delivery inspection including travel, board and lodging and related expenses shall be for the account of the supplier.

2. The pre-delivery test shall follow the procedures below:

- a. All the Forklift shall be subjected to visual inspection and functional testing by the Joint OCD and PITC Technical Inspection and Acceptance Committee.
- b. In case of non-compliance with the Minimum Technical Specifications per items of the Forklift as per the physical and functional inspection, the Supplier shall be given a chance to correct the defect found within ten (10) calendar days from receipt of Notice to Correct.

Supplier shall be allowed to correct the defect found up to once only. Once the allowable correction exceeded and non-compliant, it could be a basis for termination of the contract.

- c. Once all defects are corrected with the Technical Specifications after required testing/s and the necessary part/s of the unit are replaced accordingly and shall be declared as compliant.
- d. All expenses of the procuring entity necessary for the conduct of this activity in facilities/places in the Philippines shall be shouldered by the Supplier.

Telefax: NDRRMC Oopen (+632) 911-1406; 912-2665; 912-5668; NDRRMC Secretariat (+632) 912-0441; 912-5947;
Office of the Administrator, OCD (+632) 912-2424
Email: dopen@ndrrmc.gov.ph Website: www.ndrrmc.gov.ph

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date



II- Delivery

1. The physical count of functionality of the forklift shall be the primary focus of the procuring entity during the delivery stage.
2. The Supplier shall be responsible in unloading the items from the container to the designated warehouses of the OCD. All costs related to porter services, handling and other related expenses shall be borne by the Supplier. In the absence of materials handling equipment at the site, the Supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expense of the Supplier.
3. The Supplier must inform PITC account officer at least seven (7) calendar days prior to the delivery of the Forklift in the delivery place/site. Failure to give due notice shall be a ground for non-acceptance of delivery.
4. All expenses related to the delivery shall be for the account of the supplier. There will be two (2) PITC representatives present during the inspection and acceptance of the items delivered.

III - Acceptance Procedure to be conducted by OCD-TIAC and PITC Representatives

1. The Forklift shall be inspected as to completeness in the items.
2. The Forklift shall be inspected for external defects and cracks at the place of delivery.

Prepared by:



MR. LOUISE MARK U CIRUNAY

Officer-In-Charge, Logistics, Interoperability and Force Management Division
And End-User

Noted by:



DIR. BERNARDO RAFAELITO R. ALEJANDRO IV, CESO IV
D, Operations Service

Approved by:



USEC RICARDO B JALAD
Administrator

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

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SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW FORKLIFTS FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)

RFQ Reference No. MPG-EP-2020-12-011

Omnibus Sworn Statement (Revised¹)

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:

- [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];
- [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)];
- [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;**
- 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;
- [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- [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;

¹ Revised per GPPB Resolution No. 16-2020 dated 16 September 2020.



Annex II (Page 2 of 2)

[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

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their *[insert type of valid government identification card used]*, which he/she/they has/have presented to me.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place of issue]*
IBP No. _____ *[date issued]*, *[place of issue]*

Doc No. _____
Page No. _____
Book No. _____
Series of _____



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex III

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
FINANCIAL QUOTATION FORM
SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW FORKLIFTS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-12-011

EMERGENCY PROCUREMENT

PRICE MUST BE INCLUSIVE OF VAT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

NOTE: Supplier's price proposal/quotation must not exceed the ABC/Ceiling Price per item. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.

QTY	Description	ABC (PhP)		Supplier's Price Proposal (PhP)	
		Unit Price	Total Price	Unit Price	Total Price
6 units	Forklifts	1,346,153.84	8,076,923.04		

Total Amount in Words:

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.
- III. Payment to Supplier of the Contract Price, net of applicable withholding tax shall be made within fifteen (15) days after full delivery, and submission of the required documents as follows:
 1. Original and duplicate **BIR VAT registered Supplier's Invoice** issued under the name of the Office of the Civil Defense (OCD) indicating **OCD TIN**. Entries must be typewritten or computer printed and must be duly acknowledged and received by OCD's authorized representative;
 2. Original and duplicate Delivery Receipt issued under the name of the OCD duly acknowledged and received by OCD's authorized representative and countersigned by PITC QAIT representative; and
 3. Original Joint Certificate of Acceptance issued by authorized representatives of OCD and PITC.

SUPPLIER'S UNDERTAKING

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date