



Republic of the Philippines  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**  
**Cordillera Administrative Region**

Unit 311, Lyman Ogilby Centrum, 358 Magsaysay Avenue, Baguio City  
 Telefax: (074) 422-4173 | www.ncipcar.ph | Email: carncip@gmail.com

**REQUEST FOR QUOTATION**

TO ALL SUPPLIERS/BIDDERS:

The National Commission on Indigenous Peoples through its Bids and Awards Committee (BAC), will undertake procurement for the following project under Small Value Procurement in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184:

**Project: Gong Making Project Phase II**  
**Location: Ngibat, Tinglayan, Kalinga**  
**Approved Budget for the Contract: Php 90,000.00**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the back page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 9:00 AM on September 14, 2020. Open quotations may be submitted manually or thru fax at (074) 422-4173 or email to [carncip@gmail.com](mailto:carncip@gmail.com).

**ATTY. BRAIN S. MASWENG**  
 BAC Chairman

Note/Instructions:

1. All entries must be typewritten or hand-printed, corrections must be countersigned.
2. Delivery period shall be on the specified date and as coordinated by the NCIP project-in-charge.
3. Price validity shall be for a period of 120 calendar days.
4. Attach the following documentary requirements upon submission of your quotation:
  - a. Mayor's/Business Permit
  - b. PhilGEPS Registration Certificate
  - c. Income/Business tax return for 2019
5. Omnibus Sworn Statement shall be required if after evaluation, your bid will be determined as the Lowest Calculated and Responsive Bid.

NO	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Gong Molder/Molder Machine with metal plates for the following: -14.5" diameter and 2 inch width with metal plates -13.5" diameter and 2 inch width with metal plates -12.5" diameter and 2 inch width with metal plates -11.5" diameter and 2 inch width with metal plates -11" diameter and 2 inch width with metal plates -10.5" diameter and 2 inch width with metal plates	1	set		
2	Metal marker ((Stainless steel, portable and electric engraving pen)	1	piece		
<b>TOTAL</b>					

Printed Name/Signature: _____	Tel. No. / Cellphone No.: _____
Business Name : _____	TIN: [ ] VAT [ ] NON-VAT _____
PhilGEPS Registration No. _____	Date of Registration: _____

## GENERAL CONDITIONS

### A. Submission of Requirements

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee, NCIP-CAR on the date and time stated in this RFQ.
2. Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso.
  - b. PhilGEPS Registration Certificate
  - c. Valid Mayor's/Business Permit
  - d. Income/Business Tax Return
  - e. Omnibus Sworn Statement
  - f. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

### B. Price Validity

Price validity shall be 30 calendar days from the deadline of submission of quotation.

### C. Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

### D. Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

### E. Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

- a. Completeness of Submission
- b. Compliance with Item & Description Requirements
- c. Price

### F. Instructions

1. Supplier shall be responsible for the (source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in NCIP-CAR or any of NCIP-CAR unit's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.

### G. Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

### H. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

### I. Payment

Payments shall be made only upon a certification by the Head of the PROCURING ENTITY to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

### Omnibus Sworn Statement

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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 Supply and Delivery of Bamboo and Sugarcane of the NCIP-CAR, 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 NCIP-CAR 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;

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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines.  
Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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 issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_