



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**THE BIDS AND AWARDS COMMITTEE**

**INVITATION FOR NEGOTIATED PROCUREMENT DUE TO TWO-FAILED  
BIDDINGS**

**EQUIPPING OF CHILD DEVELOPMENT CENTERS  
(PURCHASE OF SUPPLIES & MATERIALS)**

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In view of the two (2) failed biddings, the Bids and Awards Committee of the Municipal Government of Santa Fe, Romblon invite PhilGEPS registered suppliers to participate in the Negotiation for the project ***“Equipping of Child Development Centers (Purchase of Supplies & Materials)”*** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”. The Approved Budget for the Contract is ***One Hundred Ninety Nine Thousand Six Hundred Twenty Eight Pesos (P 199,628.00)***.

The schedules of activities are listed below:

<b>Activities</b>	<b>Schedule</b>
Posting and Availability of Request for Quotation	Sept. 16, 2022 to October 6, 2022
Deadline for Submission of Quotations	October 6, 2022/1:30 P.M.
Opening and Reading of Quotations	October 6, 2022/1:30 P.M.

Opening and reading of quotations shall be on ***October 6, 2022, 1:30 in the afternoon*** at the ***Municipal Hall, Poblacion, Santa Fe, Romblon***.

Interested suppliers may submit their quotations on or before October 6, 2022, 1:30 in the afternoon at the Office of the Bids and Awards Committee together with the following eligibility documents:

1. PhilGEPS Certificate of Registration (Platinum Membership)
2. DTI Certificate of Registration
3. Mayor's Permit 2022
4. BIR Certificate of Registration
5. Latest Income Tax Return and Business Tax Return
6. Notarized Omnibus Sworn Statement

The Municipal Government of Santa Fe, Romblon reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**ENGR. CHARLIE T. ANDRES, JR.**  
*Municipal Agriculturist/LGU-BAC Chairperson*  
*Municipality of Santa Fe*  
*Province of Romblon*  
Telephone No. **0927-863-5875**

  
**CHARLIE T. ANDRES, JR.**  
BAC Chairperson

Received by:

\_\_\_\_\_  
Signature over printed name

Date: \_\_\_\_\_

Name of the Procuring Entity:

**MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON**

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Project Reference Number:

Name of Project: ***Equipping of Child Development Centers (Purchase of Supplies & Materials)***

Location of Project: ***Santa Fe, Romblon***

Standard Form Title: **Request for Quotation**

## REQUEST FOR QUOTATION

Date: \_\_\_\_\_

Quotation No. **2022-044**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **October 6, 2022, 1:30 in the afternoon** at the **Office of the Bids and Awards Committee, Municipal Hall, Poblacion, Santa Fe, Romblon**.

  
CHARLIE J. ANDRES, JR.  
Municipal Agriculturist/BAC Chairperson

Item No.	Unit	Particulars	Quantity	Unit Price	Total Amount
1	bottles	ALCOHOL, 500ml, 70% solution	34		
2	pcs	DOUBLE ADHESIVE TAPE	34		
3	boxes	BALLPEN, black, 25's	18		-
4	boxes	BAND AID, 100 pieces one box, antiseptic plastic	17		
5	pcs	BATTERY AA, 2 pieces per pack	68		
6	reams	BOND PAPER, A4	34		
7	reams	BOND PAPER, long	34		
8	pcs	BROOM, walis tambo, heavy duty	20		
9	pcs	CORRECTION TAPE, good quality	34		
10	pcs	ERASER, good quality, big	36		
11	dozens	CARTOLINA, assorted	10		
12	boxes	CLIP BINDER, 1"	17		
13	packs	COTTON BALLS, absorbent, 50 balls per pack	17		
14	sets	COLORING BOOK	17		
15	pcs	DIPPER	17		
16	pcs	TOILET BOWL CLEANER, 500ml	17		
17	pcs	DOORMAT	34		
18	pcs	DUST PAN, medium size, stainless	18		
19	pcs	EFFICASENT OIL, 50ml, extra	17		
20	pcs	ELMERS GLUE, 240g	17		
21	pcs	PHILIPPINE FLAG, medium size	17		

Item No.	Unit	Particulars	Quantity	Unit Price	Total Amount
22	boxes	FACEMASK, 50 pcs per box	34		
23	sets	HAND TOWELS, white 3 line, 12 pcs	3		
24	pcs	HIGHLIGHTER PEN, random color	17		
25	pcs	ILLUSTRATION BOARD, 30"X40"	34		
26	bottles	INSECT KILLER SPRAY, 500ml	17		
27	pcs	MANZANILLA, 100ml	20		
28	dozens	MANILA PAPER	19		
29	pcs	MARKER REFILL INK, black	17		
30	pcs	NEON PAPER, assorted color	20		
31	boxes	PENCIL NO.2	20		
32	pcs	PERMANENT MARKER PEN, black, broad	17		
33	pcs	USB 16GB, SANDISK FLASH DRIVE	17		
34	pcs	PLASTIC ENVELOP TRANS., long reg.	40		
35	pc	LAMINATING MACHINE, heavy duty	1		
36	pcs	SCISSOR, multipurpose heavy duty, stainless steel portable scissors with protecting cap	17		
37	pcs	SCOTCH TAPE, 1x25x24mm, yellow	20		
38	pcs	SIGN PEN, gel, black	20		
39	boxes	STAMP PAD	17		
40	dozen	SOAP, bath soap, anti-bacterial, white, 60g	4		
41	pieces	MEDICAL THERMOMETER	18		
42	bundles	TOILET TISSUE PAPER, 2 ply, 100% recycled	20		
43	pieces	LOGBOOK, 500 pages	17		
44	pcs	WALL CLOCK, 12 inches round wall clock	6		
45	pcs	SMART LOAD CARD	216		
46	sets	200 pieces colorful ball soft plastic (7.8cm/3")	50		
47	pieces	KIDS PORTABLE BALL POOL, big, heavy duty	12		

Total P \_\_\_\_\_

Amount in Words: \_\_\_\_\_

After carefully read and accepted your General Conditions, I/We quote you on the item at prices quoted above.

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

# Omnibus Sworn Statement

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF ROMBLON ) S.S.  
MUNICIPALITY OF \_\_\_\_\_ )

## AFFIDAVIT

I, \_\_\_\_\_ of legal age, single/married, Filipino, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of \_\_\_\_\_, 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 the \_\_\_\_\_ of the Municipal Government of Santa Fe, Romblon.
3. \_\_\_\_\_ 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**;
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. \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. 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 third civil degree;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - 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. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the \_\_\_\_\_.

9. \_\_\_\_\_ 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 give, 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 \_\_\_\_\_, 2022 at \_\_\_\_\_, Philippines.

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

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_ 2022. Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2022 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2022.

# Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Unit	Delivered, Weeks/Months
1	ALCOHOL, 500ml, 70% solution	34	bottles	30 Working Days upon the receipt of Notice to Proceed
2	DOUBLE ADHESIVE TAPE	34	pcs	
3	BALLPEN, black, 25's	18	boxes	
4	BAND AID, 100 pieces one box, antiseptic plastic	17	boxes	
5	BATTERY AA, 2 pieces per pack	68	pcs	
6	BOND PAPER, A4	34	reams	30 Working Days upon the receipt of Notice to Proceed
7	BOND PAPER, long	34	reams	
8	BROOM, walis tambo, heavy duty	20	pcs	
9	CORRECTION TAPE, good quality	34	pcs	
10	ERASER, good quality, big	36	pcs	
11	CARTOLINA, assorted	10	dozens	30 Working Days upon the receipt of Notice to Proceed
12	CLIP BINDER, 1"	17	boxes	
13	COTTON BALLS, absorbent, 50 balls per pack	17	packs	
14	COLORING BOOK	17	sets	
15	DIPPER	17	pcs	
16	TOILET BOWL CLEANER, 500ml	17	pcs	30 Working Days upon the receipt of Notice to Proceed
17	DOORMAT	34	pcs	
18	DUST PAN, medium size, stainless	18	pcs	
19	EFFICASENT OIL, 50ml, extra	17	pcs	
20	ELMERS GLUE, 240g	17	pcs	
21	PHILIPPINE FLAG, medium size	17	pcs	30 Working Days upon the receipt of Notice to Proceed
22	FACEMASK, 50 pcs per box	34	boxes	
23	HAND TOWELS, white 3 line, 12 pcs	3	sets	
24	HIGHLIGHTER PEN, random color	17	pcs	
25	ILLUSTRATION BOARD, 30"X40"	34	pcs	
26	INSECT KILLER SPRAY, 500ml	17	bottles	30 Working Days upon the receipt of Notice to Proceed
27	MANZANILLA, 100ml	20	pcs	
28	MANILA PAPER	19	dozens	
29	MARKER REFILL INK, black	17	pcs	
30	NEON PAPER, assorted color	20	pcs	
31	PENCIL NO.2	20	boxes	30 Working Days upon the receipt of Notice to Proceed
32	PERMANENT MARKER PEN, black, broad	17	pcs	
33	USB 16GB, SANDISK FLASH DRIVE	17	pcs	
34	PLASTIC ENVELOP TRANS., long reg.	40	pcs	
35	LAMINATING MACHINE, heavy duty	1	pc	

Item No.	Description	Quantity	Unit	Delivered, Weeks/Months
36	SCISSOR, multipurpose heavy duty, stainless steel portable scissors with protecting cap	17	pcs	30 Working Days upon the receipt of Notice to Proceed
37	SCOTCH TAPE, 1x25x24mm, yellow	20	pcs	
38	SIGN PEN, gel, black	20	pcs	
39	STAMP PAD	17	boxes	
40	SOAP, bath soap, anti-bacterial, white, 60g	4	dozen	
41	MEDICAL THERMOMETER	18	pieces	30 Working Days upon the receipt of Notice to Proceed
42	TOILET TISSUE PAPER, 2 ply, 100% recycled	20	bundles	
43	LOGBOOK, 500 pages	17	pieces	
44	WALL CLOCK, 12 inches round wall clock	6	pcs	
45	SMART LOAD CARD	216	pcs	
46	200 pieces colorful ball soft plastic (7.8cm/3")	50	sets	
47	KIDS PORTABLE BALL POOL, big, heavy duty	12	pieces	

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date



# Technical Specification

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specifications."

Item No.	Quantity	Unit	Description	Statement of Compliance
1	34	bottles	ALCOHOL, 500ml, 70% solution	
2	34	pcs	DOUBLE ADHESIVE TAPE	
3	18	boxes	BALLPEN, black, 25's	
4	17	boxes	BAND AID, 100 pieces one box, antiseptic plastic	
5	68	pcs	BATTERY AA, 2 pieces per pack	
6	34	reams	BOND PAPER, A4	
7	34	reams	BOND PAPER, long	
8	20	pcs	BROOM, walis tambo, heavy duty	
9	34	pcs	CORRECTION TAPE, good quality	
10	36	pcs	ERASER, good quality, big	
11	10	dozens	CARTOLINA, assorted	
12	17	boxes	CLIP BINDER, 1"	
13	17	packs	COTTON BALLS, absorbent, 50 balls per pack	
14	17	sets	COLORING BOOK	
15	17	pcs	DIPPER	
16	17	pcs	TOILET BOWL CLEANER, 500ml	
17	34	pcs	DOORMAT	
18	18	pcs	DUST PAN, medium size, stainless	
19	17	pcs	EFFICASENT OIL, 50ml, extra	
20	17	pcs	ELMERS GLUE, 240g	
21	17	pcs	PHILIPPINE FLAG, medium size	
22	34	boxes	FACEMASK, 50 pcs per box	
23	3	sets	HAND TOWELS, white 3 line, 12 pcs	
24	17	pcs	HIGHLIGHTER PEN, random color	
25	34	pcs	ILLUSTRATION BOARD, 30"X40"	
26	17	bottles	INSECT KILLER SPRAY, 500ml	
27	20	pcs	MANZANILLA, 100ml	
28	19	dozens	MANILA PAPER	
29	17	pcs	MARKER REFILL INK, black	
30	20	pcs	NEON PAPER, assorted color	
31	20	boxes	PENCIL NO.2	
32	17	pcs	PERMANENT MARKER PEN, black, broad	
33	17	pcs	USB 16GB, SANDISK FLASH DRIVE	
34	40	pcs	PLASTIC ENVELOP TRANS., long reg.	

Item No.	Quantity	Unit	Description	Statement of Compliance
35	1	pc	LAMINATING MACHINE, heavy duty	
36	17	pcs	SCISSOR, multipurpose heavy duty, stainless steel portable scissors with protecting cap	
37	20	pcs	SCOTCH TAPE, 1x25x24mm, yellow	
38	20	pcs	SIGN PEN, gel, black	
39	17	boxes	STAMP PAD	
40	4	dozen	SOAP, bath soap, anti-bacterial, white, 60g	
41	18	pieces	MEDICAL THERMOMETER	
42	20	bundles	TOILET TISSUE PAPER, 2 ply, 100% recycled	
43	17	pieces	LOGBOOK, 500 pages	
44	6	pcs	WALL CLOCK, 12 inches round wall clock	
45	216	pcs	SMART LOAD CARD	
46	50	sets	200 pieces colorful ball soft plastic (7.8cm/3")	
47	12	pieces	KIDS PORTABLE BALL POOL, big, heavy duty	

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date