



REQUEST FOR QUOTATION

Procurement Project Title:	SUPPLY AND DELIVERY OF DSLR CAMERA AND PROFESSIONAL DRONE CAMERA		
Approved Budget for the Contract (ABC):	₱93,200.00	Mode of Procurement:	Section 53.9 (Negotiated Procurement – Small Value Procurement)
Purchase Request No.:	101-2024-04-0179	APP CY 2024 Reference:	3rd Revised APP FY 2024
End-User Unit:	NBP	Delivery Period:	Thirty (30) calendar days upon receipt of a completely signed Purchase Order (PO)
Deadline for Submission of Bids:	24 July 2024, 10:00AM	Source of Funds:	General Appropriations Act
RFQ No.:	2024-07-079		

Date: 22 July 2024

NOTICE TO ALL PROSPECTIVE SERVICE PROVIDERS AND SUPPLIERS:

The **Department of Information and Communications Technology (DICT)**, through its **Procurement Planning and Management Division (PPMD)**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit their quotation/proposal, signed by the duly authorized representative, **on or before the extended deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information indicated below:

**Procurement Planning and Management Division
Department of Information and Communications Technology
C.P. Garcia Ave., Diliman, Quezon City
Email: ps.ppmd@dict.gov.ph**

Please submit your proposal along with the following requirements marked with "X":

- | | |
|----------|---|
| X | 1. Latest Business/Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located; |
| X | 2. Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership); and |
| X | 3. Notarized Omnibus Sworn Statement using GPPB-Prescribed Format , accompanied with <u>proof of authorization</u> , if applicable (for ABCs above ₱50,000.00). |

Proof of authorization shall be a duly **notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney**, *whichever is applicable, in case of a corporation, partnership, or cooperative, or joint venture*; or a duly **notarized Special Power of Attorney in case of a sole proprietorship**, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

For clarifications, you may contact the **PPMD** through email address ps.ppmd@dict.gov.ph, or at telephone number **(02) 8920-0101 local 1834**.

(ORIGINAL SIGNED)

LAWDEM HAR T. CABATOS

Officer-In-Charge, PPMD

Department Order No. 023, s. 2023

INSTRUCTIONS:

- 1) The bidder shall provide correct and accurate information in this form.
- 2) The bidder shall submit this form duly accomplished and signed by the company's authorized representative.
- 3) Do not alter the contents of this form in any way.
- 4) All minimum technical specifications/requirements are mandatory. Failure to comply with any of the minimum mandatory requirements will disqualify your quotation.
- 5) Bidders must state their compliance in the "Statement of Compliance" against each of the individual parameters of each Specification in the Item Description or attachments, if any.
- 6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 7) Failure to follow instructions will disqualify your entire quotation.

Name of Company:	
Business Address:	
Taxpayer Identification Number (TIN):	
PhilGEPS Registration Number: <i>(Subject to validation from the PhilGEPS website)</i>	

Dear PPMD:

After having carefully read and accepted the Terms and Conditions in this Request for Quotation, I/we submit our quotation/s for the item/s as follows:

COMPLIANCE WITH TECHNICAL REQUIREMENTS:

SUPPLY AND DELIVERY OF DSLR CAMERA AND PROFESSIONAL DRONE CAMERA			
MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:	Statement of Compliance		Remarks (e.g., Brand name, model, etc.)
	Yes	No	
Item No. 1: Digital Single-Lens Reflex (DSLR) Camera			
Quantity: 1 unit	Check mark here	Check mark here	
The item to be delivered should be brand new	Check mark here	Check mark here	
Image Sensor			
• APS-C, Full Frame Sensor, or its equivalent	Check mark here	Check mark here	

<ul style="list-style-type: none"> Effective Pixels: Approx. 24.1 megapixels 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Total Pixels: Approx 25.8 megapixels 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Aspect Ratio: 3:2 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Has a sensor-cleaning feature 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Color Filter Type: RGB Primary Colour or its equivalent 	Check mark here	Check mark here	
Lens			
<ul style="list-style-type: none"> Lens Mount: RF 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Compatibility: RF, RF-S (EF and EF-S lenses compatible via mount adapter) 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Focal Length: Equivalent to 1.6x the 35mm focal length of the lens 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Optical Image Stabilization 	Check mark here	Check mark here	
Focusing			
<ul style="list-style-type: none"> Type: Autofocus/Manual Focus 	Check mark here	Check mark here	
<ul style="list-style-type: none"> AF Tracking: Humans (Eyes/Face/Head/Body) 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Manual Focus: With RF lenses: Via dedicated AF/MF switch on the lens where available, or in the menu 	Check mark here	Check mark here	
<ul style="list-style-type: none"> With EF & EF-S lenses - Select via AF/MF switch on the lens 	Check mark here	Check mark here	
<ul style="list-style-type: none"> MF Peaking available 	Check mark here	Check mark here	
<ul style="list-style-type: none"> AF+MF available (Manual focus adjustment after One-Shot AF) 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Magnify image available during MF (3-10x, in 0.1x increments) 	Check mark here	Check mark here	
LCD Monitor			
<ul style="list-style-type: none"> Type: 7.5 cm (3.0") LCD (TFT). 3:2 aspect ratio. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Approx. 1,040,000 dots 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Coverage: Approx 100% 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Flash: Built-in Flash Coverage Approx. 18mm angle of view 	Check mark here	Check mark here	
Storage			
<ul style="list-style-type: none"> Type: SD, SDHC, SDXC (UHS-I compatible) 	Check mark here	Check mark here	

Physical Specifications				
<ul style="list-style-type: none"> Body Materials: Mainly polycarbonate resin with glass fiber that incorporates an aluminum alloy 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Weight (Body Only): Approx. 356 g 		Check mark here	Check mark here	
Power Source				
<ul style="list-style-type: none"> Batteries: Rechargeable Li-ion Battery 		Check mark here	Check mark here	
Interface				
<ul style="list-style-type: none"> Computer: Hi-Speed USB (USB 2.0), USB Type-C terminal 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Wi-Fi: Wireless LAN (IEEE802.11b/g/n) (2.4 GHz), with Bluetooth 4.2 support Features supported - EOS Utility, Smartphone, Wireless printing 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Others: HDMI (Micro-Type-D connector), HDR output to compatible TV-supported External microphone in (3.5mm stereo mini jack) 		Check mark here	Check mark here	
Item No. 2: Professional Drone Camera				
<ul style="list-style-type: none"> Quantity: 1 unit 		Check mark here	Check mark here	
The item to be delivered should be brand new		Check mark here	Check mark here	
Aircraft				
<ul style="list-style-type: none"> Take-off weight: Approximately 249g 		Check mark here	Check mark here	
Dimensions	<ul style="list-style-type: none"> Folded (without propellers): 148×94×64 mm (L×W×H) 	Check mark here	Check mark here	
	<ul style="list-style-type: none"> Unfolded (with propellers): 298×373×101 mm (L×W×H) 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Minimum Flight Time: 18 minutes 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Minimum Hovering Time: 18 minutes 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Minimum Flight Distance: 10 km 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Minimum Wind Speed Resistance: 10.7 m/s (Level 5) 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Max Pitch Angle: 35° 		Check mark here	Check mark here	
<ul style="list-style-type: none"> Global Navigation Satellite System: GPS + Galileo + BeiDou 		Check mark here	Check mark here	
Camera				
<ul style="list-style-type: none"> Effective Pixels: 48 MP Lens: FOV: 82.1° 		Check mark here	Check mark here	

• Format Equivalent: 24 mm, Aperture: f/1.7	Check mark here	Check mark here	
• Focus: 1 m to ∞, ISO Range	Check mark here	Check mark here	
• Video: Normal and Slow Motion: 100-6400 (Normal), 100-1600 (D-Log M), 100-1600 (HLG), Night: 100-12800 (Normal), Photo: 12 MP: 100-6400, 48 MP: 100-3200	Check mark here	Check mark here	
• Shutter Speed: 12MP Photo: 1/16000-2 s (2.5-8 s for simulated long exposure), 48MP Photo: 1/8000-2 s	Check mark here	Check mark here	
• Max Image Size: 8064×6048	Check mark here	Check mark here	
• Photo Format: JPEG/DNG (RAW)	Check mark here	Check mark here	
• Video Resolution: H.264/H.265	Check mark here	Check mark here	
• 4K: 3840×2160@24/25/30/48/50/60/100*fps	Check mark here	Check mark here	
• FHD: 1920×1080@24/25/30/48/50/60/100*/200*fps	Check mark here	Check mark here	
• Video Format: MP4 (MPEG-4 AVC/H.264, HEVC/H.265)	Check mark here	Check mark here	
• Digital Zoom: 12MP Photo: 1-3x, 4K: 1-3x, FHD: 1-4x	Check mark here	Check mark here	
Gimbal			
• Stabilization: 3-axis mechanical gimbal (tilt, roll, pan)	Check mark here	Check mark here	
• Mechanical Range: Tilt: -135° to 80°, Roll: -135° to 45°	Check mark here	Check mark here	
• Pan: -30° to 30°	Check mark here	Check mark here	
• Controllable Range: Tilt: -90° to 60°, Roll: -90° or 0°	Check mark here	Check mark here	
• Max Control Speed (tilt): 100°/s	Check mark here	Check mark here	
• Angular Vibration Range: ±0.01°	Check mark here	Check mark here	
Video Transmission			
• Video Transmission System: O4	Check mark here	Check mark here	
• Live View Quality: Remote Controller: Up to 1080p/60fps (available when the aircraft is flying in Photo or Video mode), Up to 1080p/30fps (available when the aircraft is flying in Video mode), Up to 1080p/24fps (available when the aircraft is in standby mode on the ground)	Check mark here	Check mark here	
• Operating Frequency: 2.4000-2.4835 GHz, 5.170-5.250 GHz 5.725-5.850 GHz	Check mark here	Check mark here	

<ul style="list-style-type: none"> Max Transmission Distance (unobstructed, free of interference): FCC: 20 km, CE: 10 km, SRRC: 10 km, MIC: 10 km 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Max Transmission Distance (unobstructed, with interference) Strong Interference: urban landscape, approx. 1.5-4 km, Medium Interference: suburban landscape, approx. 4-10 km. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Low Interference: suburb/seaside, approx. 10-20 km 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Max Transmission Distance (obstructed, with interference) Low Interference and Obstructed by Buildings: approx. 0-0.5 km, Low Interference and Obstructed by Trees: approx. 0.5-3 km 	Check mark here	Check mark here	
Battery			
<ul style="list-style-type: none"> Capacity: 2590 mAh or above 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Type: Li-ion 	Check mark here	Check mark here	
Warranty and Other Requirements			
<ul style="list-style-type: none"> The winning bidder shall have accredited stores and service centers in Metro Manila and that original parts and components are readily available during warranty claims. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> The Winning Bidder shall provide at least one (1) year warranty on parts and services. Outright replacement from the company or accredited stores and service centers must be provided within seven (7) calendar days from the date of request of the End-User. Bidder shall ensure that parts and services shall be available for two (2) years after the end of the warranty period. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> The end user reserves the right for replacement of the exact items if it is determined that the items cannot be repaired during warranty claims. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> The Winning Bidder assures that any system applications, software, and algorithm associated with the software used for the operation of the drone shall contain no code and services that are catering to unauthorized functionality or data acquisition without the end user's consent. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> The Winning Bidder assures that any applications, algorithms and software updates on the drone contain no restriction to end-user's access. 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Replacement of defective parts shall be free of charge. 	Check mark here	Check mark here	
Installation Services:			
<ul style="list-style-type: none"> Supplier's Representative / Technician shall configure/set up the equipment to make it operational in the presence of representatives from the end-user. 	Check mark here	Check mark here	

<ul style="list-style-type: none"> The supplier's Representative / Technician shall conduct an orientation and basic troubleshooting to the representatives from the end-user. 	Check mark here	Check mark here	
The Winning Bidder shall submit the following documentary requirements upon delivery of the items/goods:			
<ul style="list-style-type: none"> Technical Datasheets/documentation of the product being offered 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Warranty Certificate 	Check mark here	Check mark here	
<ul style="list-style-type: none"> Manufacturer's Certificate as follows: <ul style="list-style-type: none"> For Distributors: Original Certification from the manufacturer stating that the bidder is an authorized distributor of the item. For resellers/ dealers: Original Certification from its manufacturer/ distributor stating that the bidder is an authorized reseller/dealer of the product. 	Check mark here	Check mark here	
GENERAL REQUIREMENTS			
Delivery Period: Thirty (30) calendar days upon receipt of a completely signed Purchase Order			
Delivery Address: DICT National Broadband Program Satellite Office, 71 Judge Juan Luna St., San Antonio, Quezon City			
Payment Terms: Payment shall be made upon complete Delivery, Inspection, and Acceptance and submission of required payment documents in accordance with existing government accounting rules and regulations.	Check mark here	Check mark here	
Liquidated Damages: Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed. The DICT may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.	Check mark here	Check mark here	

FINANCIAL PROPOSAL:

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" or "-" if the item being offered is for free.

SUPPLY AND DELIVERY OF DSLR CAMERA AND PROFESSIONAL DRONE CAMERA			APPROVED BUDGET FOR THE CONTRACT (ABC): Ninety-Three Thousand Two Hundred Pesos only (₱93,200.00)	
Item No.	Item Description	Quantity and Unit (A)	Unit Cost (B)	Subtotal (A x B)
1	Digital Single-Lens Reflex (DSLR) Camera	1 unit	PhP_____	PhP_____
2	Professional Drone Camera	1 unit	PhP_____	PhP_____
TOTAL OFFERED QUOTATION: (Total amount for all items)			In words: _____ _____ In figures: PhP_____	

Payment Details:	
Banking Institution	
Branch	
Account Number	
Account Name	

Terms and Conditions:

1. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
2. Bids should be valid for at least *60 calendar days* from the deadline of submission.
3. Prospective service providers or suppliers shall provide correct and accurate information required in this form.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications or Terms of Reference.
8. The DICT shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DICT shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay shall be imposed. The DICT may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. Terms of Payment: Payment shall be processed after inspection and acceptance of goods and services, and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the bidder's account.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its Implementing Rules and Regulations and associated issuances.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

Prospective Service Provider's or Supplier's Authorized Representative:

Submitted by:

Signature over Printed Name

Designation:

Telephone/Mobile
Number:

Email Address:

Sex:

Female

Male

Prefer not to say

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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 DSLR CAMERA AND PROFESSIONAL DRONE CAMERA** of the **Department of Information and Communications Technology**, 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 **SUPPLY AND DELIVERY OF DSLR CAMERA AND PROFESSIONAL DRONE CAMERA** of the **Department of Information and Communications Technology**, 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, 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. **[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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 **SUPPLY AND DELIVERY OF DSLR CAMERA AND PROFESSIONAL DRONE CAMERA**.
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 _____ 2024 at _____, Philippines.

*[Insert NAME AND SIGNATURE OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 2024 at _____, affiant exhibiting to me his/her _____ with No. _____ issued by _____ on _____ and valid until _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2024.

COMMON CAUSES OF INELIGIBILITY AND/OR DISQUALIFICATION OF PROSPECTIVE SUPPLIERS/SERVICE PROVIDERS

1. Request for Quotation

- a. Non-submission of the duly **filled out and signed** Request for Quotation (RFQ) form (using the latest version issued and/or posted, unless only the deadline of submission was changed).
- b. Signatory in the RFQ is not authorized to sign on behalf of the prospective supplier (*i.e.*, not among the authorized representatives of the prospective bidder, as stated in a Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is and if applicable, in case of a corporation, partnership, or cooperative, or joint venture; or in a duly notarized Special Power of Attorney in case of a sole proprietorship, if applicable).
- c. Failure to comply or failure to state compliance with any of the technical specifications (indicated by a "check mark here" watermark).
- d. Failure to provide a financial offer. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government.
- e. *[Only if required in the RFQ]* Failure to include supporting documents specified under the technical specifications (e.g., sample design, manufacturer's certificate, etc.).
- f. Failure to sign the RFQ.
- g. Discrepancy in the name of the business entity, unless the business entity is a Sole Proprietorship and the affiant is the owner/sole proprietor.
- h. Submission of the RFQ and supporting documents beyond the prescribed deadline.

2. Supporting Documents

a. Latest Mayor's/Business Permit

- i. Non-submission of latest Mayor's/Business Permit
- ii. Submission of an expired Mayor's/Business Permit.

In this regard, prospective suppliers may submit a recently expired Mayor's/Business Permit with Official Receipt as proof of renewal application. *Provided*, that the application for renewal must be made and paid for within the first 20 days of January, or of each subsequent quarter as the case may be. The current and valid Mayor's/Business Permit, as renewed, shall be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid or Highest Rated and Responsive Bid as a condition to the award of contract.¹

b. Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership)

- i. Non-registration with PhilGEPS.
- ii. Registration with PhilGEPS is suspended.
- iii. Prospective supplier is blacklisted as provided in the Consolidated Blacklisting Report of the Government Procurement Policy Board (GPPB).²

c. Notarized Omnibus Sworn Statement using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for Negotiated Procurement - Small Value Procurement projects with ABCs above Php50,000.00)

- i. Non-submission of the Omnibus Sworn Statement (OSS) in the form prescribed by the GPPB and not containing all the mandatory provisions/items of the OSS as provided in

¹ Pursuant to GPPB Circular 01-2015 dated 30 January 2015.

² Consolidated Blacklisting Report which may be accessed through this link: <https://www.gppb.gov.ph/consolidated-blacklisting-report/>.

Item 6.1(e) of GPPB Circular 04-2020.³

In this regard, prospective suppliers who intend to not use the prescribed OSS form are advised to ensure that all the mandatory provisions/items of the OSS provided in Item 6.1(e) of GPPB Circular 04-2020 are present in the OSS that will be submitted.

- ii. The OSS is dated prior to the issuance of the RFQ (*i.e.*, it is not possible to execute the OSS prior to the official release of the RFQ).
- iii. The OSS is not signed by an authorized representative of the prospective bidder.

The proof of authorization shall be a duly **notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney**, *whichever is applicable, in case of a corporation, partnership, or cooperative, or joint venture*; or a duly **notarized Special Power of Attorney** *in case of a sole proprietorship*, giving full power and authority to its officer to sign the OSS and do acts to represent the prospective bidder.

- iv. The OSS does not state the project title or indicates an incorrect project title.
- v. The OSS indicates the incorrect name of the Procuring Entity.
- vi. Discrepancy in the name of the business entity, unless the business entity is a Sole Proprietorship and the affiant is the owner/sole proprietor.
- vii. Submitted OSS is not notarized.
- viii. Submitted OSS has a defective notarization, such as in the following cases:
 1. The OSS is signed by a notary public but there is no jurat (*i.e.*, the statement before the signature of a notary public that states "SUBSCRIBED AND SWORN TO before me xxx").
 2. The notary public has no authority/jurisdiction to notarize the document (based on his/her notarial commission) in the city or municipality indicated therein.
 3. There is a discrepancy in the place and/or date of execution and the place and/or date of notarization (*i.e.*, the place and/or date of oath execution is different from the place and/or date where/when the notarization took place).

Under Section 6, Rule I of the 2004 Rules on Notarial Practice, a jurat refers to an act in which an individual on a single occasion **signs** the instrument or document **in the presence of the notary** and takes an oath or affirmation **before the notary public** as to such instrument or document.

4. Required entries in the Notarial Register (*i.e.*, document number, page number, book number, and series number) are not indicated on the document.
5. The document does not indicate the competent evidence of identities of the parties' signatories thereto unless the *jurat* indicates that the signatories are personally known to the notary public.
- ix. The submitted authorization document (*i.e.*, Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable) in support of the OSS, whenever required, is defective, such as in the following cases:
 1. The proof of authorization reflects incorrect project name and/or name of the Procuring Entity (*i.e.*, in case project specific).
 2. The proof of authorization is not notarized.

³ Guidelines in the Preparation of the Simplified Philippine Bidding Documents for Goods and Infrastructure Projects and the Submission of the Required Forms to be included in the Procurement of Goods, Infrastructure Projects, and Consulting Services dated 16 September 2020.

3. The proof of authorization is signed by a notary public but there is no jurat (i.e., the statement before the signature of a notary public that states "SUBSCRIBED AND SWORN TO before me xxx").
4. The notary public has no authority/jurisdiction to notarize the document (based on his/her notarial commission) in the city or municipality indicated therein.
5. There is a discrepancy in the place and/or date of execution and the place and/or date of notarization (i.e., the place and/or date of oath execution is different from the place and/or date where/when the notarization took place).

Under Section 6, Rule I of the 2004 Rules on Notarial Practice, a jurat refers to an act in which an individual on a single occasion **signs** the instrument or document **in the presence of the notary** and takes an oath or affirmation **before the notary public** as to such instrument or document.

6. Required entries in the Notarial Register (i.e., document number, page number, book number, and series number) are not indicated on the document.
7. The document does not indicate the competent evidence of identities of the parties' signatories thereto unless *jurat* indicates that the signatories are personally known to the notary public.
8. The proof of authorization, if couched in a language specific to the project (e.g., project title is indicated) is dated prior to the issuance of the RFQ. (i.e., it is not possible to grant authority to participate on a **specific procurement project** prior to the official issuance of the RFQ).
9. The proof of authorization, if couched in a language specific to the project (e.g., project title is indicated) states that the corporation's Board of Directors or a Partnership's partners, whichever applies, convened on a date prior to the issuance of the RFQ (i.e., a meeting to authorize the designated representative/s of the prospective bidder for the **specific project** could have not taken place prior to the issuance of the RFQ).
10. The proof of authorization is dated **after** the execution of the OSS. The authority to sign and execute the OSS, as evidenced by the Secretary's/Partnership's Certificate or Special Power of Attorney (whichever is applicable) should come before the execution of the OSS.