



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
फिलीपीन्स गणराज्य का दूतावास
NEW DELHI

**REQUEST FOR QUOTATIONS FOR THE
PROCUREMENT OF VARIOUS FURNITURE AND FIXTURES
NEEDED BY THE EMBASSY**

The EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, NEW DELHI with office address at 50-N, Nyaya Marg, Chanakyapuri, New Delhi, 110021, through the General Appropriation Act intends to apply the sum of **INR975,438.37** (inclusive of delivery charge, warranty, GST (tax) and other legal charges) being the Approved Budget for the Contract (ABC) for the procurement of various furniture and fixtures needed by the Embassy.

- I. The Embassy of the Republic of the Philippines, New Delhi, now invites quotations for the following furniture and fixtures:

Unit	Description	Qty.	Approved Budget for the Contract (ABC)
set	Wooden single bed with mattress, cushion and side tables	6	INR975,438.37 (inclusive of delivery charge, warranty, GST (tax) and other legal charges)
set	Wooden and steel sofa sets with center table	3	
set	Wooden shelves sets with different layers	4	
set	Wooden dining table 8 seaters set	1	
set	Wooden buffet table with 3 chairs set	1	
set	Wooden office table set including executive and visitor's chairs	1	
set	Set of console cabinet with drawers & doors in different sizes	4	
set	Wooden tea table set with wooden bench	1	

- II. The Embassy accepts open quotations to be submitted directly at email address NDPE.BAC@gmail.com Please note that the quotations should not exceed the Approved Budget for the Contract (ABC). The below document should be submitted to the Bids and Awards Committee (BAC) not later than 5:00pm on 26 October 2021.

- Annex A - Signed Quotation
Annex B - Acceptance of Technical Specifications
Annex C - Eligibility Requirements

- III. The BAC of the Embassy of the Republic of the Philippines reserves the right to accept or reject any offer and to annul the process at any time prior to awarding of contract without thereby incurring any liability to the affected supplier/s
- IV. For further information, please refer to:
New Delhi PE BAC Secretariat at the given above address
Tel. No. (+9111) 2688-9091 or 2410-1120 or
email NDPE.BAC@gmail.com



JOHN BOITTE C. SANTOS
BAC Chairman

20 October 2021

Embassy of the Republic of the Philippines
New Delhi

Annex "A"

REQUEST FOR QUOTATION

Name of Contractor :
Contact Person:
Tel. No.:
Email Address:

Please quote your price on the below requirements not later than 5:00pm on 26 October 2021, and submit to the Office of the BAC Secretariat or through its official email address NDPE.BAC@gmail.com

Unit	Description	Qty.	Approved Budget for the Contract (ABC)
set	Wooden single bed with mattress, cushion and side tables	6	INR975,438.37 (inclusive of delivery charge, warranty, GST (tax) and other legal charges)
set	Wooden and steel sofa sets with center table	3	
set	Wooden shelves sets with different layers	4	
set	Wooden dining table 8 seaters set	1	
set	Wooden buffet table with 3 chairs set	1	
set	Wooden office table set including executive and visitor's chairs	1	
set	Set of console cabinet with drawers & doors in different sizes	4	
set	Wooden tea table set with wooden bench	1	

Total amount of quotations: _____

Conforme:

Signature: _____

Name of Authorized representative/s: _____

Position: _____

Date: _____

**Embassy of the Republic of the Philippines
New Delhi**

Annex "B"

"TECHNICAL SPECIFICATIONS"

Unit	Description	Qty.	Approved Budget for the Contract (ABC)
set	Wooden single bed with mattress, cushion and side tables	6	INR975,438.37 (inclusive of delivery charge, warranty, GST (tax) and other legal charges)
set	Wooden and steel sofa sets with center table	3	
set	Wooden shelves sets with different layers	4	
set	Wooden dining table 8 seaters set	1	
set	Wooden buffet table with 3 chairs set	1	
set	Wooden office table set including executive and visitor's chairs	1	
set	Set of console cabinet with drawers & doors in different sizes	4	
set	Wooden tea table set with wooden bench	1	

Conforme:

Signature over printed name

Contact numbers (Landline and/or Cellphone): _____

Email address: _____

Business permit number: _____

Tax Identification Number or GST number: _____

Annex "C"

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Bids and Awards Committee

CHECKLIST OF ELIGIBILITY DOCUMENTS THAT NEED TO BE SUBMITTED
TOGETHER WITH ANNEX A AND B

a. Registration Certification of the Company.
b. Audited Financial Statements for the preceding calendar year, which should not be earlier than two (2) years from the submission of the Contractor's quotations; Stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions. <i>For foreign bidders: Appropriate equivalent document(s)</i>
c. Valid and current mayor's permit issued by the city/municipality where the principal place of business of the prospective bidder is located <i>or appropriate equivalent document(s) in India.</i>
d. Current and valid TAX Clearance (reviewed and approved by the BIR) <i>For foreign bidders: Appropriate equivalent document(s)</i>
e. OMNIBUS SWORN STATEMENT (in the prescribed form, duly notarized in accordance with the Notarized Act). In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a notarized Secretary's Certificate (Authority of the Signatory) attesting to the fact that the signatory to the Omnibus Sworn Statement is the duly authorized representative of the bidder and is granted full power and authority to execute and perform any and all acts necessary and/or to represent the Contractor in the bidding. (copy attached format)
f. Price Schedule or Breakdown of Contractor's quotation.
g. Statement of Compliance with all the Technical Specifications.

Omnibus Sworn Statement

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/quotation, 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/quotation, 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);] _____;

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/small value procurement 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/technical specifications,
- 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/route, if any; and

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 _____

Bidder's Representative/Authorized Signatory