



**May 16, 2024**

**REQUEST FOR QUOTATION**  
**No.: 2024-FAG(012)-NPSVP-0022**

**Supply and Delivery of LED Tubelights**  
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation through **Finance and Administration Group** invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference (**see Annex "B"**).

LOT	PARTICULARS	QTY	UOM	Unit Cost (in PhP)	Approved Budget for the Contract (ABC) in PhP
	<b>Supply and Delivery of LED Tubelights</b>				
<b>1</b>	1. T8 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts, Daylight, 4ft	155	piece	320.00	49,600.00
	2. T8 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 9 watts, Daylight 2ft	20	piece	230.00	4,600.00
<b>TOTAL ABC (in PhP)</b>					<b>54,200.00</b>

Delivery Schedule: Within thirty (30) calendar days upon receipt of Notice to Proceed.  
Delivery Site: 4F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **May 22, 2024, 5:00 P.M.**

- PhilGEPS Certificate/Number;**
- Mayor's/Business Permit for the current year**
- Notarized Omnibus Sworn Statement (Annex C);** and
- For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

*Note: PhilGEPS Platinum Registration Certificate may be submitted in lieu of PhilGEPS Number, and Mayor's/Business Permit for the current year*

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to [procurementunit@creditinfo.gov.ph](mailto:procurementunit@creditinfo.gov.ph). Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

  
**PHOEBE ANN R. WAGAN**  
Administrative Services Officer V

**PRICE PROPOSAL FORM**

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

Administrative Office  
Credit Information Corporation  
6F, Exchange Corner Bldg., 107 VA Rufino St.  
cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. RFQ No. 2024-FAG(012)-NPSVP-0022, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

<b>LOT</b>	<b>PARTICULARS</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Cost (in PhP)</b>	<b>BID PRICE in PhP (Inclusive of VAT)</b>
<b>1</b>	<b>Supply and Delivery of LED Tubelights</b>				
	<b>1. T8 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts, Daylight, 4ft</b>	<b>155</b>	<b>piece</b>		
	<b>2. T8 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 9 watts, Daylight 2ft</b>	<b>20</b>	<b>piece</b>		
<b>TOTAL BID PRICE in PhP (Inclusive of VAT)</b>					

**TOTAL BID PRICE IN WORDS:**

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We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

**COMPLIANCE FORM  
Technical Specifications  
Supply and Delivery of LED Tubelights**

<b>LOT</b>	<b>PARTICULARS</b>	<b>QTY</b>	<b>UOM</b>	<b>Statement of Compliance</b>
<b>1</b>	<b>Supply and Delivery of LED Tubelights</b>			
	1. T8 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts, Daylight, 4ft Technical Specification: * Wattage: 18watts * Luminous Flux: 1800lm * Color Temp: 6000-6500K * Beam Angle: 120degrees * Material: Aluminum Housing + PC Cover * PC Cover: Frosted * Length: 1200mm * Wiring Connection: Double ended * Working Voltage: AC 85-265V 50/60Hz * IP Rating: IP40	155	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	2. T8 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 9 watts, Daylight 2ft Technical Specification: * Wattage: 9watts * Luminous Flux: 900lm * Color Temp: 6000-6500K * Beam Angle: 120degrees * Material: Aluminum Housing + PC Cover * PC Cover: Frosted * Length: 600mm * Wiring Connection: Double ended * Working Voltage: AC 85-265V 50/60Hz * IP Rating: IP40	20	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

**1. Schedule of Delivery**

The Service Provider shall commence delivery and implementation of the services within twenty (20) calendar days upon receipt of the Notice to Proceed.

**2. Terms of Payment**

100% of contract price upon complete delivery, inspection and acceptance.

**3. Warranty Period**

One (1) year warranty from the date of delivery.

**STATEMENT OF COMPLIANCE**

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Capacity

Duly authorized to sign Compliance for and on behalf of: \_\_\_\_\_

**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 *[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);]*;

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 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.

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.

\_\_\_\_\_  
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. \_\_\_\_\_ .

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

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

**Note:**

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of  
identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency  
bearing the photograph and signature of the individual, such as but not  
limited to, passport, driver's license, Professional Regulations Commission  
ID, National Bureau of Investigation clearance, police clearance, postal ID,  
voter's ID, Barangay certification, Government Service and Insurance  
System (GSIS) e-card, Social Security System (SSS) card, Philhealth card,  
senior citizen card, Overseas Workers Welfare Administration (OWWA) ID,  
OFW ID, seaman's book, alien certificate of registration/immigrant certificate  
of registration, government office ID, certification from the National Council  
for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare  
and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board  
Resolution designating the bidder's authorized representative and signatory need  
not specifically indicate the particular project where such authority is given provided  
that the said authority covers activities by CIC.