

Republic of the Philippines
DEPARTMENT OF FINANCE
NATIONAL TAX RESEARCH CENTER
8th Floor, EDPC Building, BSP Complex,
Roxas Boulevard cor. Pablo Ocampo St., Manila



February 29, 2024

REQUEST FOR QUOTATION

The **National Tax Research Center (NTRC)**, through its Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the “Supply and Delivery of Storage Box” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project : Supply and Delivery of Storage Box
Approved Budget : One Hundred Thirty-Eighty Thousand Only (Php 138,000.00)
Solicitation Number : 2024-02-005
Specifications : See the attached Annex “A” for specifications
Location : 8th Floor, EDPC Building, BSP Complex, Roxas Blvd., Manila City
Delivery Term : Within fifteen (15) calendar days upon receipt of Notice of Award and Purchase Order


Interested suppliers are required to submit their valid and current Mayor’s Permit, PhilGEPS Registration Number, Notarized Omnibus Sworn Statement (*use the GPPB-prescribed form*) as well as proof of authorization (*e.g. duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable*), BIR Form 2303 (Certificate of Registration) (*BIR Form 2303 is required/will be submitted upon receipt of P.O./Contract/NOA*), a price quotation form (Annex A) during submission of offer/quotation, and quotation written in company’s letterhead, duly signed by the supplier or its authorized representative. Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and condition stated in the price quotation form.

Request for Quotation may be obtained from the NTRC General Services Division, Property Section from March 1, 2024 to March 5, 2024. The price quotation shall include all taxes, duties and/or levies payable. Deadline of submission of bids shall be on March 5, 2024 at 2:00 PM. Bids may be submitted physically on the given address or through electronic email (password-protected at bacsecretariat@ntrc.gov.ph). Bids shall be opened on March 5, 2024 at 2:30 PM at Yoingco Meeting Room, 8th Floor, EDPC Building, BSP Complex, Roxas Boulevard cor. Pablo Ocampo St., Manila.

The National Tax Research Center Bids and Awards Committee (BAC) reserves the right to reject any or all bids at any time, waive any minor defects therein and accept such bids it may consider to be advantageous and beneficial to the government.

For inquiries, please contact:

Mr. Brandon Jorjs V. Holgado
Chairperson, Bids and Awards Committee Secretariat
Email Address: bacsecretariat@ntrc.gov.ph
Contact No.: (02) 8527-4127


ATTY. MICHAEL F. RICAZA
Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Bidders who opt to submit their offer through electronic email shall ensure that the quotation is **password protected**. The password for accessing the quotation will be disclosed by the Bidders only during the actual bid opening.
3. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s.
4. Price Quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
5. Price quotation/s, to be denominated in Philippine pesos, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the National Tax Research Center (NTRC) 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.
8. Award of the contract shall be made to the lowest calculated and responsive bid (for goods and infrastructures) or the highest rated and responsive bid (for consulting services), which complies with the technical specifications, requirements, and other terms and conditions stated herein.
9. Item/s delivered shall be inspected on the scheduled date and time of the NTRC. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. Payment shall be made within thirty (30) days after submission of the required supporting documents, such as Billing Statement/Invoice and User Acceptance of the product, and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services, subject to other payment terms as prescribed in this Request for Quotation. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Where the service provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any extension time duly granted and is hereby in default under the contract, the service provider shall pay NTRC for liquidated damages and not by way of penalty, an amount, as provided in the conditions of the contract, equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amounts of liquidated damages reach ten percent (10%) of the amount of the contract, the NTRC shall have the discretion to terminate the contract without prejudice to any other action or remedy it may take to recover the losses incurred as a result of the service provider's failure/non-performance, including but not limited to forfeiture of performance security and/or blacklisting of the latter.
12. Entitlement to such liquidated damages, NTRC need not prove the damages actually incurred. At the NTRC's convenience, said damages shall be deducted from any money due or which may become due to the service provider under the Contract and/or collected from the retention money or other securities posted by the service provider.
13. The NTRC reserves the right to reject any end all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. 9184 and its Revised IRR, without thereby incurring any liability to the affected bidder or bidder.
14. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the NTRC shall publish on its official website and social media platform the following post-award information:
 - a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of Award and Acceptance;
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality;
15. Matters not covered by the Request for Quotation and its terms and conditions shall be governed by the provisions of R.A. 9184 or the Government Procurement Reform Act and its Revised IRR, as well as other related laws and further amendments.

The General Services Division

National Tax Research Center
8th Floor, EDPC Building,
BSP Complex, Roxas Blvd.,
Manila

IMPORTANT INSTRUCTIONS

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the TOTAL AMOUNT IN WORDS.
8. Ensure to check the "Compliance with Technical Specifications" Column.

Table 1. Minimum Specifications of the Storage Box

Specifications	Statement of Compliance
Storage Box that can hold up to Legal Size Document	
Size: Approximately 40cm x 36cm x 25cm	
Damp protected	
Acid free materials with pH > 7.0	
Maximum of four (4) boxes for stacking	

Sir/Madam:

After carefully read and accepted the terms and conditions and the technical specifications in the Request for Quotation, hereunder is our quotation for the item as follows:

Quantity	Unit	Item/ Description	Unit Price	Total Bid Price (in Php) (Inclusive of all government taxes and charges)
200	Units	Storage Box		

Amount in words:

The above-quoted price is inclusive of all cost and applicable government taxes and charges. I hereby to comply and deliver all the above requirements.

Name of Company (in print)

Name and Signature of Company Authorized Representative

Contact Number

Date