



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
 BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2023-038

Mode of Procurement : Small Value Procurement (Sec. 53.9)

Purpose: PROCUREMENT OF BIOMETRIC ATTENDANCE TERMINAL

End-user – Planning Service

Code:

PR No. 2023-08-0153

Date: 14 August 2023

Please quote your lowest price for the items/s listed below not later than **21 August 2023** subject to the following terms and conditions, and submit your quotation duly signed by your representative by email: bacsecretariat@ncmf.gov.ph; or personal delivery at NCMF Central Office (Mondays-Fridays, 8:00AM – 5:00 PM at NCMF BAC Secretariat Office).

TERMS AND CONDITIONS:

1. In order to be eligible for this procurement, suppliers/service providers are **required to accomplish this RFQ** and submit on or before the deadline together with the following:
 - a. Valid PhilGEPS Registration Certificate/Number;
 - b. Valid Mayor's/ Business Permit;
 - c. Latest Income/Business Tax Return; and
 - d. Notarized Revised Omnibus Sworn Statement (attached herein).
2. **LATE SUBMISSION OF QUOTATION SHALL NOT BE ACCEPTED.**
3. Price validity shall be for a period of sixty (60) calendar days.
4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
6. The NCMF reserves the right to reject any or all quotations/bid proposals or declares the bidding a failure or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.
8. The terms of payment shall be made through check payable to the supplier.
9. All quotations shall be **INCLUSIVE OF VAT.**

Item	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	LOCATION: Within Metro Manila Biometric Attendance Terminal Specifications: <ul style="list-style-type: none"> • Display touchscreen; • Face capacity: 3,000; • Fingerprint capacity: 4,000; • Log capacity: 100,000; • Communication: TCP/IP USB Host; • With power supply; • With warranty; • Standard functions: Automatic 	P120,000.00		

<p>status switch, T9 input, 9 digit user ID, Photo ID, Work code, DST, Self service query, schedule-bell, Multiple verify mode, Access control interface for third-party electric lock, Door sensor and Exit button alarm;</p> <ul style="list-style-type: none"> • License of time and attendance software with capability of printing of Civil Service Commission (CSC) prescribed template of Daily Time Record (DTR) – Civil Service For No. 48 (<i>Attached herein</i>); • A demonstration of software that conforms with the prescribed DTR format of Human Resource Development Division (HRDD) is required. <p>xxxxxxx NOTHING FOLLOWS xxxxxxxx</p>			
ABC	ONE HUNDRED TWENTY THOUSAND PESOS (P120,000.00)		


ATTY. MICHAEL MITO-ON J. ALI
 Vice-chairman, BAC

Signature over Printed Name of Representative

Name of Company

Address

PhilGEPS Registration Number (Platinum/Red)

Tel. No./Cellphone /Email Address

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 [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, 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 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 [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.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

DAILY TIME RECORD

Civil Service Form No. 48

DAILY TIME RECORD

(Name) _____

(Name) _____

For the month of _____

For the month of _____

Official hours for arrival and departure _____

Regular days _____
Saturdays _____

Official hours for arrival and departure _____

Regular days _____
Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
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28						
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30						
31						
Total						

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
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29						
30						
31						
Total						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

VERIFIED as to the prescribed office hours:

In Charge

In Charge