



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

REQUEST FOR QUOTATION No. 2022-044 (Extension)

Mode of Procurement: Small Value Procurement (Sec. 53.9)	
End-User: Planning Service	Date: 03 October 2023
Purpose: PROCUREMENT OF BIOMETRIC ATTENDANCE TERMINAL	
PR No. 2023-08-0153	
Please quote your lowest price for the items/s listed below not later than 27 October 2023 subject to the following General conditions, and submit your quotation duly signed by your representative by email: bacsecretariat@ncmf.gov.ph ; or personal delivery.	
TERMS AND CONDITIONS:	
<ol style="list-style-type: none"> 1. In order to be eligible for this procurement, suppliers/service providers are required to accomplished the RFQ and submit on or before the deadline together with the following: <ol style="list-style-type: none"> a. <u>Valid PhilGEPS Registration Certificate/Number;</u> b. <u>Valid Mayor's/ Business Permit;</u> c. <u>Latest Income/Business Tax Return; and</u> d. <u>Notarized Revised Omnibus Sworn Statement (attached herein).</u> 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. 	

LOT	Description	ABC	Comply/ Not Comply	Price Quotation
	LOCATION: Within Metro Manila Four (4) units of 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 	P 120,000.00		

	<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)			


TAHIR S. LIDASAN, JR., CESO II 33.1628
 Chairman, BAC

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over Printed Name of Representative
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Company
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Address
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> PhilGEPS Registration Number (Platinum/Red)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Tel. No./Cellphone /Email Address

DAILY TIME RECORD

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(Name) _____

For the month of _____
 Official hours for arrival and departure _____
 Regular days _____
 Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
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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.

VERIFIED as to the prescribed office hours:

 In Charge

DAILY TIME RECORD

---o0o---

(Name) _____

For the month of _____
 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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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.

VERIFIED as to the prescribed office hours:

 In Charge

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF ____S.S

A F F I D A V I T

I, [*Name of Affiant*], of legal age, [*Civil Status*], [*Nationality*], and residing at [*Address of Affiant*], after having been duly sworn by law, do hereby depose and state that:

1. Select one, delete the other.

If a sole proprietorship: I am the sole proprietor 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 of [*Name of Bidder*], I have full power and authority to do, execute and perform any acts necessary to represent it in the bidding for [*Name of the Project*] of the [*Name of the Procuring Entity*];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any acts necessary and/or to represent the [*Name of Bidder*] in the bidding as shown in the attached [*state title of the attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];

3. [*Name of Bidder*] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, Local Government Units, foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board;
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: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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 degrees;

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 degrees;

7. [Name of Bidder] complies with existing labor laws and standards;
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the bidding documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Estimated 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];
 - e) (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 f official, personnel, or representative of the government about any procurement project or activity.
 - f) (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 f official, personnel, or representative of the government about any procurement project or activity.
9. (Name of Bidder) did not give or pay directly any commission amount fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government concerning any procurement project or activity; and
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 under 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/or 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 e his/her
_____ [insert type of government identification card used] with his/her
_____ photograph and signature appearing thereon, with no. _____, issued on
_____ [date of issuance] at _____ [place of issuance].

Witness my hand and seal this _____ day of [month] [year

NOTARY PUBLIC

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Page No. _____
Book No. _____
Series of _____