



# PHILIPPINE INTERNATIONAL TRADING CORPORATION

4/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

## Request for Quotation Ref. No. MPG/SVP Ref. 2020-11-019 (Small Value Procurement)

### SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW PLOTTER/SCANNER FOR THE PHILIPPINE ARMY (PA)

The **Philippine International Trading Corporation (PITC)** and the **Philippine Army (PA)** intend to apply the sum of **PESOS: NINE HUNDRED SEVENTY-ONE THOUSAND SEVENTY-NINE & 80/100 ONLY (Php971,079.8)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Supply and Delivery of (2) Units Brand New Plotter/Scanner** more particularly describe as follows:

Item Description	Qty	Approved Budget for the Contract (Php)	
		Unit Price	Total Price
Brand New Plotter/Scanner	2 Units	485,539.90	971,079.80

In view of this, may we request suppliers to submit quotation with the following requirements, terms and conditions for compliance:

- **Delivery Period:** Full delivery within thirty (30) calendar days from receipt of Notice to Proceed (NTP).
- **Delivery Place:** Supply Battalion Warehouse, Fort Andres Bonifacio, Taguig City.
- **Acceptance:** The item shall be subjected to visual inspection upon delivery to ensure compliance to the Technical Specifications and quality of the item.
- **Payment term** is within fifteen (15) calendar days after complete delivery and final acceptance of the items and submission of required documents.
- **Refusal to sign and accept the Award / Contract or enter into contract without justifiable reason,** maybe a ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.

#### For submission:

##### 1. Minimum Eligibility Requirements:

- Valid and current PhilGEPS Registration (Platinum or Red Membership);
- DTI or SEC Registration;
- Valid and current Business / Mayor's Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; **OR** the equivalent document for Exclusive Economic Zone or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as a proof that the supplier has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement;

- Latest Income/Business Tax Return (within the last six (6) months preceding the date of submission of proposal);
- Photocopy of Supplier's Sales Invoice



**Technical Requirements:**

- a. Completely filled out PITC Technical Quotation Forms: **Annex I.**
- b. Duly conformed Technical Specifications: **Annex I-A.**
- c. Completely filled out Bidder's Reference of Technical Specifications: **Annex I-B.**
- d. Valid and Current Certificate of Distributorship / Dealership / Resellership for the Brand New Plotter/Scanner issued by the Manufacturer in favor of the Bidder.

**Note:** If the certificate is not issued by the manufacturer, bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.

- e. Valid and current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the manufacturer of the item.
- f. List of Authorized Service Center/s (with available spare parts, indicating address, telephone & fax numbers, email address and contact person) of the item being offered. In the event of closure of business, termination of franchisee/service center, the supplier shall notify the PA and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services
- g. Omnibus Sworn Statement: **Annex II.**
  - a) Authority of the designated representative with corresponding proof of authorization
  - b) Non-inclusion in blacklist or under suspension status
  - c) Authenticity of Submitted Documents
  - d) Authority to validate Submitted Documents
  - e) Disclosure of Relations
  - f) Compliance with existing labor laws and standards
  - g) Bidders Responsibilities
  - h) Did not pay any form of consideration

**2. Financial Requirements:**

Completely filled out PITC Financial Quotation Form – supplier's price proposal must not be more than the ceiling price and must be inclusive of VAT: **Annex III.**

Should your company be interested, **you may submit your open quotation on or before 20 November 2020, 4:00PM** at the **3<sup>rd</sup> Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.** For further queries, you may send it through email at [pio.bellosillo@pitc.gov.ph](mailto:pio.bellosillo@pitc.gov.ph) / [m.arriesgado@pitc.gov.ph](mailto:m.arriesgado@pitc.gov.ph) or call at Tel. No. 8818-9801 loc. 365 or 335 and look for **Mr. Pio B. Bellosillo / Michael M. Arriesgado.**

Thank you.

  
**MYRA CHITELLA T. ALVAREZ**  
Acting Vice President  
Military Procurement Group



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

**Annex I  
Page 1 of 4**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION  
TECHNICAL QUOTATION FORM  
SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW PLOTTER/SCANNER  
FOR THE PHILIPPINE ARMY (PA)**

**Approved Budget for the Contract: ₱971,079.80**

**Ref. No. MPG/SVP Ref. 2020-11-019**

**SMALL VALUE PROCUREMENT**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

**INSTRUCTIONS TO THE SUPPLIER:** Indicate **“COMPLY”** if **Supplier’s Statement of Compliance** meets the technical specifications as indicated. DO NOT LEAVE ANY BLANK. A **“YES OR NO”** ENTRY WILL NOT BE ACCEPTED. FAILURE TO COMPLY WILL RESULT IN THE REJECTION OF THE SUPPLIER’S PROPOSAL.

Line No.	Technical Requirements	Supplier's Statement of Compliance				
1.	Two (2) Units Brand New Plotter/Scanner per Office of Army Chief of Engineers (OACE) Technical Specifications per attached Annex I-A					
2.	<table border="1"> <thead> <tr> <th data-bbox="156 1043 651 1093">Equipment</th> <th data-bbox="651 1043 1536 1093">Please specify the Brand and Model Number being offered</th> </tr> </thead> <tbody> <tr> <td data-bbox="156 1093 651 1182">Brand New Plotter/Scanner</td> <td data-bbox="651 1093 1536 1182"></td> </tr> </tbody> </table>	Equipment	Please specify the Brand and Model Number being offered	Brand New Plotter/Scanner		
Equipment	Please specify the Brand and Model Number being offered					
Brand New Plotter/Scanner						
3.	<b>Other Requirements</b> Attachments/Spares/Inclusions: <ul style="list-style-type: none"> <li>• Printer Stand</li> <li>• Quick Reference Guide</li> <li>• Technical/parts manual</li> </ul> Minimum of two (2) ink cartridges per color					

I/We, the undersigned manufacturer / supplier, total examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

\_\_\_\_\_  
Name of Company (in print)

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

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



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**Annex I  
Page 2 of 4**

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Line No.	Additional Requirements to be provided by the Supplier, If declared as the Single/Lowest Calculated Bid, as part of Post Qualification	Supplier’s Statement of Compliance
4.	<b>Presentation of Brochures/Technical Data Sheet</b>  Brochures and/or Technical Data Sheet or equivalent specifying Technical specifications of the item being bid. Internet downloads may be included to supplement the information contained in the original brochures. In lieu of a brochure, a bidder may submit pictures or scaled drawings of the item to be bid.	
Line No.	Additional Requirements to be provided by the Supplier, If Awarded the Contract	Supplier’s Statement of Compliance
5.	<b>Delivery:</b> <ul style="list-style-type: none"> <li>• <b>Delivery Period:</b> Full delivery within thirty (30) calendar days from receipt of Notice to Proceed (NTP).</li> <li>• <b>Delivery Place:</b> Supply Battalion Warehouse, Fort Andres Bonifacio, Taguig City</li> </ul>	

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Date



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<b>Line No.</b>	<b>Additional Requirements to be provided by the Supplier, If Awarded the Contract</b>	<b>Supplier’s Statement of Compliance</b>
	<p><b>Delivery: (Continuation)</b></p> <ul style="list-style-type: none"> <li>The Supplier shall be responsible in unloading the items from the container to the designated warehouse of the PA. All costs related to porter services, handling and other related expenses shall be borne by the Supplier. In the absence of materials handling equipment at the site, the Supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expense of the Supplier.</li> <li>All expenses related to the delivery shall be for the account of the supplier.</li> <li>Delivery must be done in the presence of PA and PITC authorized representatives. There will be two (2) PITC representatives to witness the delivery for the account of the Supplier.</li> <li>The Supplier must inform PITC account officer at least seven (7) calendar days prior to delivery. Failure to give due notice shall be a ground for non-acceptance delivery.</li> <li>Other than the delivery schedule / quantities stated, NO partial deliveries are allowed. Only complete deliveries will be accepted.</li> <li>Deliveries made for “safekeeping” purposes are NOT ALLOWED.</li> </ul>	

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\_\_\_\_\_  
**Name of Company (in print)**

\_\_\_\_\_  
**Signature of Company Authorized Representative**

\_\_\_\_\_  
**Name & Designation (in print)**

\_\_\_\_\_  
**Date**



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**Annex I  
Page 4 of 4**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION  
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Line No.	Additional Requirements to be provided by the Supplier, If Awarded the Contract	Supplier's Statement of Compliance
6.	<b>Manuals:</b> Must provide at least one (1) original hard and soft copy of Technical/parts manual and Quick Reference Guide in English language or equivalent upon delivery.	
7.	<b>Replacement of Defective Items upon Delivery and Inspection of Items</b> Within fifteen (15) calendar days from receipt of Notice to Replace from PITC, the Supplier shall replace any newly delivered unit found defective that may be traceable to poor workmanship, use of poor quality material, and non-compliance with the specification.	
8.	<b>Warranty:</b> Shall be issued in favor of the Philippine Army (PA) with a validity period of minimum of one (1) year on parts and services from date of Certificate of Acceptance. <b>For the Print-head: Minimum of two (2) years warranty on print-head and other parts</b>	

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\_\_\_\_\_  
Name of Company (in print)

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

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date





**Annex I-A**  
**Page 1 of 2**

*Army Vision: By 2026, a world-class Army that is a source of national pride*

**HEADQUARTERS  
PHILIPPINE ARMY  
OFFICE OF THE ARMY CHIEF OF ENGINEERS  
Fort Andres Bonifacio, Metro Manila**

**OACE4**

**CADD PLOTTER/SCANNER  
TECHNICAL SPECIFICATIONS**

ITEM	DESCRIPTION	SPECIFICATIONS
1	Print-head	OEM (minimum 2 years warranty on print-head and other parts)
2	Print Speed	28 sec/ A1 or less time at Speed mode (w/ cut)
3	Print Resolution	Up to 2880 x 1440 dpi
4	Line Accuracy	+/- 0.1% or less based on Max Quality 1440 x 1440 dpi. CAD paper required: Plain paper, CAD Tracing paper, coated paper, CAD translucent matte film
5	Number of Print Cartridges	Minimum of 4 (Cyan, Magenta, Yellow, Matte Black)
6	Paper Handling	At least Single top-loading roll feed, Manual top-loading sheet feed, Manual front-loading thick board
7	Memory	Minimum of 1GB RAM, minimum Hard Disk 320GB, Adobe Postscript 3 Expansion
8	Connectivity	Interfaces (standard) – Hi-speed USB, 100 BASE-T Print language (standard) – OEM, HP-GL/2, HP RTL/HP PCL 3 Adobe Postscript 3; Adobe PDF 1.7 (via Adobe Postscript 3 Expansion)
9	Drivers	PC: minimum of Windows XP/Vista/7/8/8.1 (32/64bit); Windows Server 2003 Standard 64bit, 2008 Standard/ standard 64bits/R2, 2012 or Later Optimized for AutoCAD 2000 and higher
10	Scanning Module	Scan resolution: up to 600 dpi or more Scan file format: JPEG or PDF Scan area: up to 36" x 96", sheet up to 1.3mm thick Copy scan modes: Text/Line Drawing, Tracing Paper: Recycled paper, Blue print, Poster board Reduction/Enlargements: Auto, or 25-400% in 1% increments

<b>Conforme:</b>
_____
Bidder's Company Name
_____
Signature of Authorized Representative
_____
Designation
_____
Date

*Securing the people. Securing the land*



# Annex I-A Page 2 of 2

Army vision: By 2028, a world-class Army that is a source of national pride

11	Attachments/ Spares/ Inclusions	Printer Stand Quick Reference guide Technical/parts manual minimum two ink cartridges per color
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Prepared by:

Checked by:

  
**LAWRENCE C. CARREON**  
 Colonel MNSA (CE) PA  
 Chairman, PATWG

  
**GERARDO P. CATINDOY**  
 Colonel GSC (CE) PA  
 Army Chief of Engineers

<b>Conforme:</b>
_____
Bidder's Company Name
_____
Signature of Authorized Representative
_____
Designation
_____
Date

*Serving the people. Securing the land*





## Annex I-B

### SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW PLOTTER/SCANNER FOR THE PHILIPPINE ARMY

Ref. No. MPG/SVP Ref. 2020-11-019

Approved Budget for the Contract: ₱971,079.80

#### BIDDER'S REFERENCE OF TECHNICAL SPECIFICATIONS

ITEM	DESCRIPTION	SPECIFICATION	REFERENCE (Indicate where the particular technical specification can be validated, i.e. page number of brochure/data sheet, manual)
1.	Print-head	OEM (minimum of two (2) years warranty on print-head and other parts	
2.	Print Speed	28 sec/A1 or less time at Speed mode (w/ cut)	
3.	Print Resolution	Up to 2880 x 1440 dpi	
4.	Line Accuracy	+/- 0.1% or less based on Max Quality 1440 x 1440 dpi. CAD paper required: Plain paper, CAD Tracing paper, coated paper, CAD translucent matte film	
5.	Number of Print Cartridges	Minimum of 4 (Cyan, Magenta, Yellow, Matte Black)	
6.	Paper Handling	At least Single top-loading roll feed, Manual top-loading sheet feed, Manual front-loading thick board	
7.	Memory	Minimum of 1GB RAM, minimum Hard Disk 320GB, Adobe Postscript 3 Expansion	
8.	Connectivity	Interfaces (standard) - Hi-speed USB, 100 BASE-T Print language (standard) - OEM, HP-GL/2, HP RTL/HP PCL 3 Adobe Postscript 3; Adobe PDF 1.7 (via Adobe Postscript 3 Expansion)	
9.	Drivers	PC: minimum of Windows XP/Vista/7/8/8.1 (36/64bit); Windows Server 2003 Standard 64bit, 2008 Standard/ standard 64bits/R2, 2012 or Later Optimized for AutoCAD 2000 and higher	



<b>Item</b>	<b>Description</b>	<b>Specification</b>	<b>REFERENCE</b> <i>(Indicate where the particular technical specification can be validated, i.e. page number of brochure/data sheet, manual)</i>
10.	<b>Scanning Module</b>	Scan Resolution: up to 600 dpi or more Scan file format: JPEG or PDF Scan area: up to 36" x 96", sheet up to 1.3mm thick Copy scan modes: Text/Line Drawing, Tracing Paper, Recycled paper, Blue print, Poster board Reduction/Enlargements: Auto, or 25-400% in 1% increments	
11.	<b>Attachments/Spare s/Inclusions</b>	Printer Stand Quick Reference Guide Technical/parts manual Minimum of two (2) ink cartridges per color	



**Annex II**

**SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW PLOTTER/SCANNER FOR THE PHILIPPINE ARMY (PA)**

Ref No. MPG/SVP Ref. 2020-11-019

Approved Budget for the Contract: ₱971,079.80

**OMNIBUS SWORN STATEMENTS**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I/We, \_\_\_\_\_, of legal age, with residence at \_\_\_\_\_, after having been duly sworn to in accordance with law do hereby certify under oath as follows:

(a)

**AUTHORITY OF THE DESIGNATED REPRESENTATIVE**

*(Please check appropriate box and fill up blanks)*

**Sole Proprietorship**

That I am the sole proprietor of <company name/name of supplier> with business address at \_\_\_\_\_; Telephone No. \_\_\_\_\_, with Fax No. \_\_\_\_\_ and e-mail address \_\_\_\_\_ and as owner and sole proprietor, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Specimen Signature: \_\_\_\_\_

**- OR -**

That I am the duly authorized representative of the owner/sole proprietor of <company name/name of supplier> with business address at \_\_\_\_\_; Telephone No. \_\_\_\_\_, with Fax No. \_\_\_\_\_ and e-mail address \_\_\_\_\_ as shown in the attached Special Power of Attorney, and granted full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Specimen Signature: \_\_\_\_\_

**Note: Please attach a Special Power of Attorney, if not the Sole Proprietor/Owner.**



**Corporation, Partnership, Cooperative**

That I/we am/are the duly authorized representative/s of <company name>, located at \_\_\_\_\_, with Telephone No. \_\_\_\_\_; Fax No. \_\_\_\_\_ and e-mail address, \_\_\_\_\_, as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company in the bidding, including signing all bidding documents and other related documents such as the contracts:

1) Name: \_\_\_\_\_ 2) Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Specimen Signature: \_\_\_\_\_ Specimen Signature: \_\_\_\_\_

**Note: Please attach duly executed Secretary's Certificate.**

**(b)**  
**NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY**

That the firm I/We represent is not blacklisted or barred/suspended from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financial institution whose blacklisting rules have been recognized by the Government Procurement Policy Board.

**(c)**  
**AUTHENTICITY OF SUBMITTED DOCUMENTS**

That each of the documents submitted by our company in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

**(d)**  
**AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS**

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby Authorizes the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted.

**(e)**  
**DISCLOSURE OF RELATIONS**

That for and in behalf of the Bidder, I/We hereby declare that the sole proprietor or proprietress/ all officers and members of the partnership or cooperative/ all officers, directors, and controlling stockholders of the corporation/ all partners and members of the Joint Venture are not related by consanguinity or affinity up to the third civil degree with the **Head of the Procuring Entity**, members of the **Board of Directors**, the **President**, **Officers** or **Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the **members of the PITC BAC**, the **members of the TWG of PITC**, the **PITC BAC Secretariat**, the **head of the end-user unit**, and the **project consultants**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.



**(f)**  
**COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS**

That our company diligently abides and complies with existing labor laws and standards.

**(g)**  
**BIDDER'S RESPONSIBILITIES**

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract;
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
5. That I have complied with our responsibility as provided for in the bidding documents and all its attachments;
6. That failure to observe any of the above responsibilities shall be at my own risk and
7. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

**(h)**  
**DID NOT PAY ANY FORM OF CONSIDERATION**

That I/we 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 project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
**Bidder's Authorized Representative**  
**Signature over Printed Name**

**SUBSCRIBED AND SWORN TO BEFORE ME** this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice) \_\_\_\_\_ issued \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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

*\*mgcg/rev/07-11-2016*



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

**Annex III**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**FINANCIAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW PLOTTER/SCANNER FOR THE PHILIPPINE ARMY (PA)**

**Ref. No. MPG/SVP Ref. 2020-11-019**

**SMALL VALUE PROCUREMENT**

**PRICE MUST NOT EXCEED THE ABC & MUST BE INCLUSIVE OF VAT**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

Description	Qty	ABC (PhP) (VAT Inclusive)		Supplier's Price Proposal (PhP) (VAT Inclusive)	
		Unit Price	Total Price	Unit Price	Total Price
Brand New Plotter/Scanner	2 Units	485,539.90	971,079.80		

**Amount in Words:**

**Notes:**

- The Financial Quotation Form includes taxes, all cost relative to electrical works.
- The bidder shall shoulder all transportation costs, delivery charges and shall assume all risks until the goods have been delivered at the site and accepted by PA.

I/We, the undersigned manufacturer / supplier, total examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

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\_\_\_\_\_  
Name of Company (in print)

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Signature of Company Authorized Representative

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Name & Designation (in print)

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Date