



REPUBLIC OF THE PHILIPPINES
SANDIGANBAYAN
 Quezon City

APPROVED FOR POSTING

Reference No. **24-02-106**
 Date: **February 8, 2024**

MA. TERESA S. PABULAYAN
 Executive Clerk of Court IV

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184, otherwise known as the Government Procurement Reform Act:

Qty.	Unit	Description	Approved Budget for the Contract (ABC)
1	lot	Repair and Maintenance of 14 units Honda Click 125i Scope of Work: Slider Weight Motor Oil Gear Oil CVT Cleaner	Php 27,489.00
Delivery Period:		Fifteen (15) working days from receipt of the Purchase Order (PO).	

INSTRUCTIONS

Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty; if applicable
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if applicable
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
 Chief Judicial Staff Officer
 Procurement Management Division

3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via

electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.

2. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.

3. Price Quotation/s must be valid for a period of thirty (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.

4. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

8. Prior to award, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements²:

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

9. 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. The *Sandiganbayan* shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.

¹ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

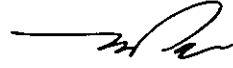
² Item II, Annex "H" of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021.

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021.

For any clarification, kindly contact Karlo Enrico S. Baguio through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,



WINDSOR P. PAMORCA

Judicial Staff Officer III

Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
 Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Qty.	Unit	Description	Quote per unit	Total Quote
1	lot	Repair and Maintenance of 14 units Honda Click 125i (See Scope of Work)		

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name & Signature of Authorized Representative

 Company Name

 Company Address

 Tax Identification Number (TIN)

 PhilGEPS Registration Number (required prior to award):

 Contact Number/s

 Email Address

 Date Issued