



Republic of the Philippines  
Department of Health  
**BUREAU OF QUARANTINE**  
Port Area, Manila



**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
RFQ No.: NP-LRPV-2023-02

Agency Name:<sup>1</sup> \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (required): \_\_\_\_\_

The Bureau of Quarantine (BOQ), through its Bids and Awards Committee (BAC), intends to procure the Office Space Rent for BOQ La Union of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on April 3, 2023, 10:00 AM** at the Procurement Section, 2<sup>nd</sup> Floor, Bureau of Quarantine, 25<sup>th</sup> A.C. Delgado Streets, Port Area Manila.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Mayor's or Business Permit	In case not yet available, you may submit your recently expired Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your updated and valid Mayor's or Business Permit shall be required to be submitted <b>during post-qualification</b> .
Income/ Business Tax Return	Latest Annual Income Tax Return or Business Tax Return covering the previous six (6) months

For any clarification, you may contact the BAC Secretariat at telephone no. 5318-7500 loc. 117 or email address at [boqbac@gmail.com](mailto:boqbac@gmail.com).

**DR. ROBERTO M. SALVADOR JR.**  
BAC Chairperson

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In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

### INSTRUCTIONS:

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

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications/requirements (with asterisk) must be checked and complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) The Prospective supplier/service provider or their Authorized Representative should sign each and every page of the Terms of Reference. Failure to do so should be a cause for rejection of their bid.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BOQ 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the BOQ. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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 BOQ may terminate 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.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Office Space Rent for BOQ La Union			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
<b>Area:</b> Atleast 60 sq. meters* <b>Location:</b> Near Town Proper, Along the Main Road and Accesible to Clients with to (2) rooms, comfort room and water sink* <b>Parking Space:</b> Atleast 8 vehicles*			

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Office Space Rent for BOQ La Union		
Approved Budget for the Contract: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
9 months		<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/ess