



PHILIPPINE CONSULATE GENERAL IN ISTANBUL
Filipinler Istanbul Bařkonsolosluęu

REQUEST FOR QUOTATION

The Consulate General of the Republic of the Philippines intends to procure a mobile phone unit for the official use of the Consul General and would like to request a quotation from your company:

Lot No.	Specification/Description	Approved Budget
1	<ul style="list-style-type: none">• Procurement of a Mobile Phone Unit for the Consul General Please see Annex B for the complete specification	Turkish liras 20,000.00

The Consulate General accepts open quotations submitted through email at istanbul.pcg@dfa.gov.ph. The quotations should not exceed the Approved Budget for the Contract. The quotation should be submitted to Procurement Committee (BAC) not later than 5:00pm on 9 December 2020.

Attached for your reference are Annexes A, B and C.

Sincerely yours,


LORENA JOY P. BANAGODOS
Member of the Procurement Committee

Istanbul, 8 December 2020

Consulate General of the Republic of the Philippines
Istanbul

Annex "A"
REQUEST FOR QUOTATION

Name of Contractor/Supplier: _____
Contact Person: _____
E-mail Address: _____
Tel. No.: _____ Fax No.: _____

Please quote your lowest price on the specified products below. Please submit your quotation not later than 5:00 P.M. on 9 December 2020 through e-mail istanbul.pcg@dfa.gov.ph or by contacting the Consulate General through telephone number

Terms and Conditions:

1. All entries must be typewritten/printed legibly
2. Please see Annex B complete technical specifications
3. Please submit Annex A, B and C

Lot No.	Specification/Description	Approved Budget	Amount of Quotation of Supplier Including taxes and other charges (The quotation should not exceed the Approved Budget of the Contract))
1	Mobile Phone Unit of the Consul General with protective accessory and warranty insurance	20,000 Turkish liras (TL)	
TOTAL (APPROVED BUDGET)		TL 20,000.00	

Printed Name and Signature
Please put the Company Stamp
Date: _____

Annex B

Technical Specifications for the Procurement of the Official Mobile Phone of the Consul General

Lot	Description/Technical Specification	Approved Budget for the Contract (Inclusive of all taxes and other lawful charges)
1	<p>Smart phone with a screen that can be at least 7 inches diagonally</p> <p>Battery should at least be 4500 mAh power source</p> <p>Storage capacity should at least be 256 GB and a RAM of 12GB</p> <p>Color should be black and unit should operate on the Android system</p> <p>It should come with a protective accessory and a guarantee of at least two years</p>	20,000.00 Turkish liras

Annex "C"

**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
Bids and Awards Committee**

**CHECKLIST OF ELIGIBILITY DOCUMENTS FOR THE PROCUREMENT OF THE
MOBILE PHONE UNIT OF THE PHILIPPINE CONSUL GENERAL IN ISTANBUL
THAT ARE TO BE SUBMITTED TOGETHER WITH ANNEXES A AND B**

1. OMNIBUS SWORN STATEMENT (in the prescribed form, duly notarized in accordance with the Notarized Act). In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a **notarized Secretary's Certificate (Authority of the Signatory)** attesting to the fact that the signatory to the Omnibus Sworn Statement is the duly authorized representative of the bidder and is granted full power and authority to execute and perform any and all acts necessary and/or to represent the bidder in the bidding. (copy attached format)

2. Valid and current mayor's permit issued by the city/municipality where the principal place of business of the prospective bidder is located *or appropriate equivalent document(s) in India*

3. Copy of Income Tax Return

Omnibus Sworn Statement

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/quotation, 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/quotation, 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;
4. Each of the documents submitted in satisfaction of the bidding requirements/small value procurement 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents/technical specifications;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid/qoute, if any; and

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.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____,
_____.

Bidder's Representative/Authorized Signatory