Light Rail Transit Authority

Light Rail Transit Authority Line 2 Depot, Marcos Highway, Santolan Pasig City

ITB No: **2602-026-03**
PR No : **GSD-2602-049**

REQUEST FOR QUOTATION

Date: _____
Company Name: _____
Address : _____

Please quote your lowest price **inclusive of VAT and applicable taxes** on the item/s listed below, subject to the Terms and Conditions set forth hereunder, stating among others the shortest time of delivery and submit your quotation duly signed by your duly authorized representative personally or through electronic mail on or before **March 17, 2026.**

No.	ITEM & DESCRIPTION	QTY	APPROVED BUDGET FOR THE CONTRACT (ABC)
	SUPPLY OF ONE (1) LOT VARIOUS OFFICE SUPPLIES		
1	ARCHFILE, Legal Size, Top Mechanism, Blue Length: 38cm Height: 24cm Width: 8cm **LRTA-600 pcs** **EEP – 30 pcs**	630 pcs	₱ 94,500.00
2	ARCHFILE, Legal Size, Top Mechanism, Red Length: 38cm Height: 24cm Width: 8cm **LRTA-600 pcs**	600 pcs	90,000.00
3	DATA FILE BOX WITHOUT COVER, Blue Height: 22.5cm Length: 40cm Width: 13cm **LRTA-200 pcs**	200 pcs	36,000.00
4	DATA FILE BOX WITH COVER, Blue Height: 29cm Length: 40cm Width: 13cm **LRTA-200 pcs** **Delivery Period: 15 days** In addition, the following documents (if applicable) must be submitted together with your quotation. 1. PhilGEPS Registration Number 2. Mayor's / Business Permit (Certified True Copy) – (***Note**: For Permits issued containing conditions, the Business Permit must be accompanied by documents evidencing compliance to said conditions, otherwise, the offer will be disqualified.)* 3. Income / Business Tax Return (Certified True Copy) – ***For ABCs above P500k only*** 4. Omnibus Sworn Statement (Notarized) attached with Special Power of Attorney (for Sole Proprietorship) or Duly Notarized Secretary's Certificate (for Corporation) of the duly designated authorized representative of the bidder - ***For ABCs above P50k only*** **NOTES**: 1. For purposes of evaluation and award, the following shall apply (when applicable); a. Lot Procurement : bids will be evaluated and compared based on the total bid. b. Itemized Procurement : bids will be evaluated and		

	compared based on the offer per item, hence, bids exceeding the ABC per item will be automatically rejected. 2. Kindly accomplish the attached quotation form indicating the technical specifications, quantity, brand (if applicable), cost of the item(s) being offered and affix your signature to affirm your compliance with the requirements.	**TOTAL**	**₱290,500.00**

Any tender, offer or proposal submitted personally must be duly marked and sealed in an envelope and sent to the LRTA BAC Secretariat Office at the address indicated below.

Electronically mailed tender, offer or proposal is acceptable. However, this will reveal your bid offer and shall be left upon the discretion of the supplier. In this case, the supplier will be required to submit the originally signed document on a later date for TWG evaluation. For further information you may contact us at 647-3485 loc. 29872

Atty. Aylwinston C. Pillos
Head, BAC Secretariat
Ground Floor BAC Secretariat Office, Light Rail Transit Authority Line 2 Depot, Marcos Highway, Santolan Pasig City.
Tel. Nos.: 647-3479/647-3481/647-3484/647-3485 local 29872 or 29863
Email Address: bacsec@lrta.gov.ph

Kindly check the following Terms and Conditions for your reference; if applicable.

Terms and Conditions:

1. Bidders shall provide complete and accurate information (detailed specifications, brand (if applicable) and cost as required in the attached RFQ Form / Proposal duly signed by the Authorized Representative, otherwise, the offer will be disqualified.
2. Quotations exceeding the Approved Budget for the Contract or Multiple or alternative offers per item or failure to submit required / supporting documents shall automatically be rejected.
3. Bidders may quote for any or all items, unless otherwise specified.
4. Price quotation/s must be valid for a period of at least thirty (30) calendar days from the date of submission.
5. Price quotation/s shall be in Philippine Peso and shall include all taxes, duties and/or levies payable.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and as well as the submission required documents (i.e. Mayors Permit, TIN, etc.) for verification purposes.
7. Any interlineation, erasures or overwriting shall be valid with the signature or initial of your duly authorized representative/s, otherwise, LRTA shall not be responsible or liable for any misinterpretation arising therefrom.
8. Terms of payment shall in accordance with government accounting and auditing rules and regulations.
9. By submitting a quotation, the Bidder / Supplier accepts the terms and conditions herein.
10. This procurement is subject to all applicable and pertinent provisions of RA No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Light Rail Transit Authority
Light Rail Transit Authority Line 2 Depot, Marcos Highway, Santolan, Pasig City
Tel. Nos.: 647-3479/647-3481/647-3484/647-3485 local 29863 or 29872
Email Address: bacsec@lrta.gov.ph

QUOTATION FORM

ITB No.: 2602-026-03 | **PR No.: GSD-2602-049**

Description: SUPPLY OF ONE (1) LOT VARIOUS OFFICE SUPPLIES

LRTA REQUIREMENTS			BIDDER'S OFFER				
Item No.	**TECHNICAL SPECIFICATIONS**	**QTY.**	**TECHNICAL SPECIFICATIONS**	**QTY.**	**BRAND** *(If Applicable)*	**UNIT COST**	**TOTAL COST**
	SUPPLY OF ONE (1) LOT VARIOUS OFFICE SUPPLIES						
1	ARCHFILE, Legal Size, Top Mechanism, Blue Length: 38cm Height: 24cm Width: 8cm **LRTA-600 pcs** **EEP – 30 pcs**	630 pcs					
2	ARCHFILE, Legal Size, Top Mechanism, Red Length: 38cm Height: 24cm Width: 8cm **LRTA-600 pcs**	600 pcs					
3	DATA FILE BOX WITHOUT COVER, Blue Height: 22.5cm Length: 40cm Width: 13cm **LRTA-200 pcs**	200 pcs					
4	DATA FILE BOX WITH COVER, Blue Height: 29cm Length: 40cm Width: 13cm **LRTA-200 pcs**	200 pcs					

Grand Total (in words) : | **Grand Total (in figures) : Php**

Date of Quotation: | **Validity of Quotation:** | **Warranty :** ***(if applicable)***

Delivery Period:	**Terms of Payment: In accordance with government accounting and auditing rules and regulations.**

Note : Subject to 5% VAT and 1% EWT deduction

After having carefully read and accepted your Terms and Conditions, I / We quote you on the items at prices noted above.

Submitted by:

_____

Authorized Representative
(Signature-Over-Printed-Name)

***Name of Contracting Firm / Company:** _____

***Address:** _____

***Contact Number**: _____

***E-mail Address** : _____

**** required***

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

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, 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, 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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.

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 pursuant to 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.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]