

REQUEST FOR QUOTATION

Procurement of Office Furniture for Legazpi i-Station

P.R. No./Date Received: **2022-05-0093 / 26 May 2022**

RFQ/P No. / Date: **2022-09-0151 / 09 September 2022**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Technical Specifications Sheet

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurementunit@phcc.gov.ph or baqueslani@phcc.gov.ph on or before **16 September 2022, 04:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.

Very truly yours,

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	3 piece	₱12,000.00	Blinds - 118 cm x 160 cm	
2	3 piece	₱10,500.00	Blinds - 157 cm x 100 cm	
3	5 piece	₱20,000.00	Guest Chairs	
4	6 piece	₱84,000.00	Office Table	
5	6 piece	₱48,000.00	Office/Swivel Chair	
6	2 piece	₱21,000.00	Steel Chairs	
7	1 piece	₱7,500.00	Storage Rack (Cabinet Rack)	
<i>(Please see attached Technical Specifications)</i>				
Total Lot ABC		₱ 203,000.00	TOTAL Amount:	
Delivery Instructions:		<i>To be delivered/performed within ten (10) calendar days upon receipt of the Job/Purchase Order/Contract</i>		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



OTHER SUPPLIES SPECIFICATIONS

DESCRIPTION/MINIMUM SPECIFICATIONS	
1.) Blinds	
Dimensions	: 118 cm x 116 cm roller blinds and; 157 cm x 100 cm roller blinds
Features	: with slats that can be tilted open or closed
Type	: Seamless
Color	: Any color

2.) Guest Chairs	
Material	: Plastic and Steel
Color	: Any color
Features	: Cushion seat
	Four (4) steel legs

3.) Office Table	
Material	: Wooden
Type	: Linear
Features	: 2 or 3 drawers on the side
Color	: Any color


4.) Office/Swivel Chair	
Material	: Leather or Cushion
Features	: With arm, head and foot rest
	Adjustable Lumbar support
	with 5 or more prongs for stability with freely moving castors

5.) Steel Chairs (Visitor's Chair)	
Material and Type	: Metal Gang chair
Capacity	: 4 to 5 individuals
Color	: Any color

6.) Storage Racks (Cabinet Rack)

Dimensions	:	36" x 18" x 72"
Material	:	Metal Wooden Shelving
Features	:	5 Layer Boltless Adjustable Rack with slotted post

Prepared by:


MA. CHARMAIGNE B. CORTEZ
Administrative Assistant

Reviewed by:


JOCELLE C. BALMACEDA
Executive Assistant II

Noted by:


JOHN HUBERT M. GUAMOS
Executive Assistant III

Conforme:

Name and Signature of Authorized Representative

Designation

Company Name

Date