

**REQUEST FOR QUOTATION**

**Procurement of Office Supplies and Equipment for the OCLRM**

P.R. No./Date Received: 2023-11-0232 / 16 November 2023

RFQ/P No. / Date: 2023-11-0228 / 29 November 2023

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:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued before award of contract; Required if the total amount of ABC to be bid is above 50k)
- Signed Technical Specifications
- Signed Request for Quotation

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 [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [mbnunez@phcc.gov.ph](mailto:mbnunez@phcc.gov.ph) on or before **06 December 2023, 5:00 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**.
10. Please note that the award of the procurement is on a **per item basis**.

Very truly yours,

ROMMEL R. OIRA  
PBAC Head Secretariat

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
					Procurement of Office Supplies and Equipment for the OCLRM		
1	pc	1	₱ 15,000.00	₱ 15,000.00	Paper Shredder		
2	pc	1	₱ 9,500.00	₱ 9,500.00	Coffee Maker		
3	pc	1	₱ 2,500.00	₱ 2,500.00	Oven Toaster		
4	pc	1	₱ 23,000.00	₱ 23,000.00	Refrigerator		
5	pc	1	₱ 20,000.00	₱ 20,000.00	Office/ Conference Table		
<i>(Please see attached Technical Specifications)</i>							
<b>Total ABC</b>			<b>₱ 70,000.00</b>		<b>TOTAL Amount (Per Item):</b>		
<b>Delivery Instructions:</b>						<i>(Please see attached Technical Specifications)</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 : \_\_\_\_\_

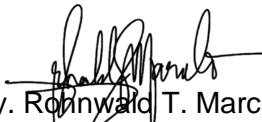
**TECHNICAL SPECIFICATIONS  
OFFICE SUPPLIES AND EQUIPMENT**

Item	Quantity	Unit	Item	Description/Minimum Specification	Est. Cost	Total Amount
1	1	piece	Paper Shredder	Shred Type: Micro cut Shred capacity: at least 8 sheets and 17L	Php15,000.00	Php15,000.00
2	1	piece	Coffee Maker	Drip coffee machine with automatic grinding function With keep warm function for 35 minutes Button with blue light indicator for easy control	Php9,500.00	Php9,500.00
3	1	piece	Oven Toaster	9 Liters Capacity Variable Temperature Control Infrared Dual Heater	Php2,500.00	Php2,500.00
4	1	piece	Refrigerator	At least 7.2 cu ft. No Frost, Inverter Color: Titanium/Silver	Php23,000.00	Php23,000.00
5	1	piece	Office/Conference Table	L72" x W27" x H29" (Inclusive of delivery fee and installation)	Php20,000.00	Php20,000.00

Delivery Requirements: Within fifteen (15) calendar days upon acceptance of the Purchase Order by the supplier.

Payment Scheme: The PCC shall pay the supplier within fifteen (15) calendar days upon receipt of the SOA, Billing Statement or Sales Invoice.

Endorsed by:

  
Atty. Romwaldo T. Marcelo  
Executive Assistant III, OCLRM

Noted by:

  
Atty. Errica Marie N. De Guzman  
Executive Assistant IV, OCLRM

Conforme:

Authorized Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Date: \_\_\_\_\_