

## REQUEST FOR QUOTATION

### Procurement of Various Office Equipment for the Office of the Chairperson

P.R. No./Date Received: 2024-07-0144 / 05 July 2024

RFQ/P No. / Date: 2024-07-0158 / 12 July 2024

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 prior to issuance of award)
- Signed Request for Quotation
- Signed Technical Specifications

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](mailto:procurementunit@phcc.gov.ph) or [rngarcia@phcc.gov.ph](mailto:rngarcia@phcc.gov.ph) on or before **Thursday, 18 July 2024, 12nn** 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 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 Lot basis**.

Very truly yours,

  
**ROMMEL R. OIRA**  
Head, PBAC Secretariat

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					<i>(To be filled-out by the supplier)</i>	
			₱ 78,000.00	Procurement of Various Office Equipment for the Office of the Chairperson		
				<i>(Please see attached Technical Specifications)</i>		
<b>Total ABC (Lot)</b>			<b>₱ 78,000.00</b>	<b>TOTAL Amount</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 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 EQUIPMENT**

Item	Quantity	Unit	Item	Description/Minimum Specification	Est. Cost	Total Amount
1	1	piece	Paper Shredder	Shred Type: Cross cut/ Micro cut Shred capacity: at least 8-10 sheets Basket volume: at least 20L At least 1 year warranty	Php20,000.00	Php20,000.00
2	1	piece	Coffee Maker	Weight: 3.5 kg Dimensions: L 16.5 x W 27 x H 38 (cm) Water tank capacity: 0.80 L (6 cups) Drip coffee machine with automatic grinding function Adjustable coffee strength With keep warm function for 35 minutes Removable water tank Power: 230V a.c. 60Hz 750 Watts 1 Year Warranty on Parts & Service	Php9,000.00	Php9,000.00
3	1	piece	Refrigerator	At least 7.2 cu ft. Two-Door Top Freezer Refrigerator Smart Inverter Compressor Multi Air Flow Low Voltage Start Ability Tempered Glass Shelf 10 Year Compressor Warranty Color: Titanium/Silver/Graphite At least 1 year warranty	Php18,000.00	Php18,000.00
4	2	pieces	Sofa	Size: 1-Seater - L81xW81xH86 cm Color: Black Make: Leather	Php31,000.00	Php31,000.00

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.

Prepared by:

  
Donabel F. Montalbo  
Executive Assistant IV

Approved by:

  
Nina Remedios R. Mejia  
Head Executive Assistant

Conforme:

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_



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