

REQUEST FOR QUOTATION

Company Name _____
 Address _____

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.

ANSON M. TAGAG
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
 2. DELIVERY PERIOD IS WITHIN **15** CALENDAR DAYS.
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement: _____
 Supply and Delivery of Various furniture and fixtures(e.g. conference table and office chairs etc.)
 Purpose: _____
 For official use of the NPD in support to the implementation of NIPAS ACT
 Approved Budget for the Contract (ABC): _____
 P639,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Conference Table <i>Technical Specification:</i> Customize Conference Table 8-10 pax Main Table: 3200mm L x 1200mm D x 750mm Ht HPL Finish Specifications: Structure: E1 Moisture Resistant Board E1 Boards with high end components built using new technology that makes furniture moisture resistant and more durable, highly essential for long term use making it the best choice for all furniture types. Finish: E1 standard available in 7 finishes or HPL with 100+ color options Top : 25mm thick board Sidings in 2mm PVC edge band Divided into 2 cuts Max Weight Capacity 100Kg Features: Optional for Wire management, Metal Brackets, Adjustable feet leveler	1 pc	P_____	P_____
2	Office Chairs <i>Technical Specification:</i> 59cm W x 59cm D x 84-94cm Ht ✓ Mesh Chair with Heavy Duty White PP Shell *Heavy Duty White PP arms ✓ Air Penetrability Mesh ✓ Pure Cutting Seat rest Foam Adjustable mechanism (Tilt & Height) 35 deg. Tilting *SHS Class 3 White gas lift ✓ Weight Capacity up to 150kg ✓ Magic Rotary knob for easy installation ✓ Available in Black Finish ✓	10 pcs	P_____	P_____
3	Conference Chairs <i>Technical Specification:</i> High Back Leather Chair, Heavy Duty, Executive Chair ✓ High back office chair ✓ Specifications (WDH): 650mm x 650mm x 950 mm Height Adjustable up to: 970mm Adjustable leatherette fin head rest - Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support Seat: Density Mold Foam Cushion Fabric Seat ✓ Armrest: PU Adjustable With tilting mechanism ✓ Base: Nylon Star Base Casters: Floor-safe PU Casters ✓ Available Colors: Black Weight capacity: 120kg ✓	10 pcs	P_____	P_____

Continue to next page

Brand : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

Printed Name/Signature _____

Tel. No./Cellphone No. _____

Email Address _____



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 ANSON M. TAVITAG
 Chairperson, Bids and Awards Committee


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4	Office table <i>Technical Specification:</i> Wood Modesty Freestanding Table: COZY (NV) Brown ✓ Freestanding Table ✓ Materials: wood modesty 2 tone finish on side drawer/cabinet ✓ Powder-coated Steel Legs ✓ Dimensions: 120W x 60D x 75H cm ✓	5 pcs	P _____	P _____
5	Steel filing shelves <i>Technical Specification:</i> Dimension: 900mm L x 450mm D x 1380mm Ht ✓ 4 Layer Lateral Cabinet recessed handle ✓ Materials all metal construction ✓ Steel ball bearing ✓ Gauge 0.9mm or gauge 20 ✓ Accessories file divider ✓ Central locking system ✓ Finish: Beige, Light Gray, Black ✓	26 pcs	P _____	P _____
			GRAND TOTAL: P _____	

Additional Requests from Procuring Entity:
 Please provide sample upon request of end-user
 Please see full specifications/attached sample design for reference.
 Other conditions to this request, please state:
For more info, please contact the end-user at 8924-6031 loc. 232/233/234
Kindly address all proposals to the Chairperson, Bids and Awards Committee
 Contract shall be awarded to the bidder per:
 Item basis
 Lot basis
Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:
 1. DTI/SEC Registration Certificate
 2. Valid and Current Mayor's Permit
 3. PHILGEPS Certificate of Registration
 4. BIR Certificate of Registration
 5. Sign Omnibus Sworn Statement
 6. Income Tax Return (ITR)
Important Note:
 -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.
 -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.
 -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020

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 Printed Name/Signature Tel. No./Cellphone No. _____
 Email Address Date