



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9

Date: January 19, 2021
PR No: GF-20-10-01918

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF CONFERENCE TABLE AND OTHERS**
Approved Budget for the Contract : **Php 888,131.43**
End-User / Implementing Office : **ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **January 22, 2021, 10:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **PROCUREMENT OF CONFERENCE TABLE AND OTHERS**

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For any clarification you may contact us at 89884242 loc. 8505/8709.

ATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	CONFERENCE TABLE 10 SEATER <ul style="list-style-type: none">• Boat shaped conference table• Center grommet for cable management• Adjustable floor levelers• Melamine lamination for heat and scratch resistance• D-nut metal to metal connection for durability and easy re-installation• Materials: 25mm melamine faced chipboard, powdered coated metal• Dimensions: (LxWxH) 240 x 120 x 75cm• Colors: Hazel + White• 10 Chairs	set	1		
2	VISITORS CHAIR <ul style="list-style-type: none">• Features: armrest, back handle• Origin: Taiwan• Base Material: Chrome sled base• Coverings: Seat-Leatherette, Back-Leatherette• Dimensions (H x W x D)• Overall: 88.50 x 49 x 43.5 cm• Seat: 42.5 x 49 x 43.5 cm• Back: 45 x 45 cm	pc	8		
3	EXECUTIVE TABLE <ul style="list-style-type: none">• Main Table Dimension (L x D x H) 1800mm, 800mm, 750mm• Cabinet Carcass - Standard 18mm thick• Melamine Faced Chipboard Board Top• Inclusive of 2 built-in 3 drawer with lock and key• Legs; 1x3 metal square tube in 2mm thick customized powder coat• Colors: Hazel + White	pc	1		

4	EXECUTIVE CHAIR <ul style="list-style-type: none"> • Pneumatic Seat • Synchro Tilt • Tension Control • Tilt Lock • Base Material: Chrome base, twin casters • Coverings: Seat-Leatherette, Back-Leatherette • Colors: Black • Dimensions: (HxWxD) • Overall: 111-120 x 65 x 53cm • Seat: 47 x 54 x 53cm • Back: 68 x 52.5cm 	pc	1		
5	OFFICE TABLE <ul style="list-style-type: none"> • Dimension (Lx D x H) 1400mm, 600mm, 750mm • Melamine Faced Chipboard Board Top • Legs: 1 x 3 metal square tube in 2mm thick customized powder coat • Colors: Hazel + White 	pc	8		
6	OFFICE CHAIR <ul style="list-style-type: none"> • Features: Pneumatic Seat, Back tilt • Origin: Taiwan • Base Material: Nylon base, twin casters • Coverings: fabric or leatherette • Color: black • Dimensions: (H x W x D) • Overall: 83-92 x 56 x 37cm • Seat: 51 x 45 x 37cm • Back: 46 x 41 cm • 25mm x 25mm x 2.40m Wall Angle 	pc	8		
7	MEDIUM HEIGHT CABINET WITH GLASS DOOR <ul style="list-style-type: none"> • Medium height cabinet with glass door • Three adjustable shelves • Frosted tempered safety glass on aluminum frame • Melamine lamination for heat and scratch resistance • Elegant metal handles • Materials: 25mm melamine faced chipboard, tempered glass aluminum • Color: Hazel+White • Dimensions [H x W x D) • Overall: 80x40x137cm 	set	4		
8	MEDIUM HEIGHT CABINET WITH WOODEN DOOR <ul style="list-style-type: none"> • Medium height cabinet with wooden door • Three adjustable shelves • Central lock • Melamine lamination for scratch and heat resistance • Elegant metal handles • Materials: 25mm melamine faced chipboard • Dimensions (H x W x D): 80 x 40 x 137cm • Color: Hazel+White 	set	8		

9	AIRCONDITIONING UNIT (WINDOW TYPE) <ul style="list-style-type: none">• Window-type airconditioning unit• Inverter Technology• Cooling capacity - 1HP• Econo Feature• 8in1 Filter System• 24 Hour on and off timer• Energy Saving Plug• Auto Swing• Slide out Chassis• Dehumidifying Feature• Cool-Dry-Fan Operation Modes• Warranty for parts, labor, and compressor	pc	1		
10	AIRCONDITIONING UNIT (SPLIT TYPE) <ul style="list-style-type: none">• Split-type airconditioning unit• Inverter Technology• Cooling capacity - 2HP• Advanced Nano Filtration system• Double Clean System• Eco sleep timer• R32 refrigerant• 5-fans speed• Warranty for parts, labor, and compressor	pc	2		
	Total Quoted Amount				

Amount in Words:_____

_____.

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Statement of Warranty for parts, labor and compressor for item nos. 9 and 10 (Minimum of One (1) year).	

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address