



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT**

DATE : March 22, 2022
PROJECT NO. : OCTJCALALAY-22-
FURNITURE-247

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUPPLY AND INSTALLATION OF PARTITIONS WITH FURNITURE
Approved Budget of the Contract : P600,000.00
End-User / Implementing Office : Office of Councilor Tany Joe L. Calalay

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 **March 25, 2022 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
- 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: SUPPLY AND INSTALLATION OF PARTITIONS WITH FURNITURES

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

or any clarification you may contact us at 89884242 loc. 8506/8709.

(Sgd) ATTY. DOMINIC B. GARCIA
Head, BAC-Secret

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	EXECUTIVE TABLE made of veneer wood, leatherette writing pad on top, center drawer with side turn table, fixed drawer and cabinet, key tray, 3 drawer mobile pedestal, metal drawer slides, centralized lock. Table Dimension: 159cm(L) x 79cm(W) x 75cm(H) Side Table Dimension: 120cm(L) x 45cm(W) x 67cm(H)	Unit	1		
2	EXECUTIVE CHAIR customized upholstered with dark brown colored leatherette padded PVC armrest. high density foam, tilt/reclining function, gas lift for height adjustment, nylon base with caster.	Unit	1		
3	SENIOR EXECUTIVE CHAIR customized with mesh adjustable head rest, full metal framing with heavy-duty nylon mesh backrest, nylon mesh seat. molded foam padded armrest, reclining and tilting mechanism, pneumatic gas lift height adjustment, heavy duty powder coated metal base with twin casters.	Unit	1		
4	CLERICAL CHAIR LIFE W- 126 MESH BK Clerical Mesh Chair, BIFMA gas lift for Height Adjustment, Tilting Mechanism, Chrome legs. Mesh Black	Unit	8		
5	SOFA with armrest, customized. Materials: Foam, Legs: 1inch x 2inches Stainless Steel, Accessories: Adjustable Glide, Dimension: W2100x750xH800mm	Unit	1		
6	MOBILE PEDESTAL CABINET 3 Drawers (2 small & 1 File Drawer) Ball Bearing Roller, Steel, Gauge 22, powder coated. Dimension: W40xD56xH70cm	Unit	7		

7	SUPPLY AND INSTALLATION OF MODULAR CABINET customized, made of marine plywood 1/2 inch with laminated panel sheets 1.0mm thick, with soft closing hinges and 2.0mm x 3/4 inch thick PVC edging. Hanging cabinet dimension: 0.65 m x 2.80 m; Desk with cabinet below dimension: 0.90 m x 0.85 m; Ref Cabinet up to ceiling dimension: 0.90 m x 2.80 m; Window cabinet dimension: 0.60 m x 3.70 m; Wall cabinet dimension: 1.00 m x 1.20 m; Office Desk dimension: 1.00 m x 0.15 m	Lot	1		
8	SUPPLY AND INSTALLATION OF BLINDS customized roll up combi blinds, made of 100% polyester imported fabrics, horizontal segments alternating between sheer and semi-opaque, bead chain cord operating system Color: brown 1 set 79inches x 53 1/2inches 1 set 79inches x 45 1/2inches 1 set 79inches x 50 1/2inches	Lot	1		
9	SUPPLY AND INSTALLATION OF PARTITION customized. 5 cm thick partition with color blue fabric upholstery, light gray PVC frame cover, with wire trunking management system. FABRIC W/GLASS - 3 PANELS Partition Dimension: (H105xW100) cm. FABRIC W/GLASS - 8 PANELS Partition Dimension: (H105xW60) cm. FABRIC W/GLASS - 2 PANELS Partition Dimension: (H105xW110) cm, FABRIC W/GLASS - 1 PANEL Partition Dimension: (H140xW135) cm. FABRIC W/GLASS - 1 PANEL Partition Dimension: (H140xW60) cm. Table Top with 3cm thickness, with grommet holes, melamine gray finish, W100cm x D60cm, 3 pcs Table top with 3cm thickness, with grommet holes, melamine gray finish. W220cm x D60cm, 1 pc Table top with 3cm thickness, with grommet holes. melamine gray finish. W 135cm x D60cm. 1 pc	Lot	1		
TOTAL					

Amount in Words: _____

Delivery Period : Fifteen (15) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address