



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 24-0053**  
**CANVASS PERIOD: 05 - 08 November 2024**

**Company/Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Tax ID Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

The **GOVERNANCE COMMISSION FOR GOCCS (GCG)**, through its Bids and Awards Committee (BAC), formally requests a corporate proposal/quotation for the procurement of **SUPPLY AND DELIVERY OF APPLIANCES FOR GCG EXTENSION OFFICE – A** with an Approved Budget for the Contract (ABC) of **One Hundred Eight Thousand Pesos Only (₱108,000.00)**.

Please submit your best offer addressed to the BAC subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

<b>ATTENTION:</b>	<b>GCG - Bids and Awards Committee</b>
<b>RE:</b>	Submission for the procurement of <b>SUPPLY AND DELIVERY OF APPLIANCES FOR GCG EXTENSION OFFICE - A.</b>

This RFQ must be duly filled out and **signed by the bidder’s authorized representative** supported with the specified documents below, and must be submitted not later than **08 November 2024, 2:00 PM.**

All submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) and all physical bidding documents through **MANUAL/HARDCOPY** submissions must be sealed and submitted to the given address below, **on or before 08 November 2024 at 2:00 PM** (GCG Front Desk Bundy Clock Time):

**PROCUREMENT MANAGEMENT DIVISION**  
 Governance Commission for GOCCs  
 8/F BDO Towers Paseo (formerly Citibank Center),  
 8741 Paseo De Roxas, Makati City

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**
- 4.



IF THE SUPPLIER SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) <b>CORPORATION</b>	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) <b>Notarized Secretary’s Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;</b>
b.) <b>SOLE PROPRIETORSHIP</b>	b.1.) Department of Trade and Industry (DTI) Certificate; <b>and,</b> b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) <b>PARTNERSHIP</b>	c.1.) SEC Registration of Partnership; <b>and;</b> c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **RFQ form signed by the bidder’s authorized representative before the deadline on 08 November 2024, 2:00 pm** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5310-4176 and 5310-4177 or send an email to: [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph).

Thank you.



**QUOTATION FORM**

**INSTRUCTIONS TO ALL PROSPECTIVE BIDDERS**

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Except for the appliances you are not offering, all technical specifications must be complied with. Failure to state “comply” with the mandatory requirements shall render the quotation ineligible/disqualified/non-responsive.
- 6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
- 7) 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 FOR THE ITEMS AS FOLLOWS:**

<b>SUPPLY AND DELIVERY OF APPLIANCES FOR GCG EXTENSION OFFICE - A (CANVASS PERIOD: 05 to 08 November 2024)</b>		
<b>MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:</b>	<b>STATEMENT OF COMPLIANCE</b>	<b>REMARKS/ COMMENTS</b>
Note: Non-compliance with the minimum required specifications shall be rejected.	(Must state “Comply” or “Not Comply”)	if any
<b>Supply and Delivery of Appliances for GCG Extension Office - A</b>		
<b>ITEM DESCRIPTION</b>		
<b>A. 6.6 cu. Ft. Two-Door Refrigerator – Three (3) units</b> <ul style="list-style-type: none"> <li>• Dimension: At least 130 (H) cm</li> <li>• No Frost Inverter</li> <li>• Spill-proof tempered glass shelves or wire shelves</li> <li>• At least Energy Star 4.0</li> <li>• Products do not contain “controlled refrigerants”</li> </ul>		
<b>B. 8.1 - 10.4 cu. Ft. Two-Door Refrigerator – One (1) unit</b> <ul style="list-style-type: none"> <li>• Dimension: At least 160 (H) cm</li> <li>• No Frost Inverter</li> <li>• Spill-proof tempered glass shelves or wire shelves</li> <li>• At least Energy Star 5.0</li> <li>• Products do not contain “controlled refrigerants”</li> </ul>		

<p><b>C. Oven Toaster – Four (4) units</b></p> <ul style="list-style-type: none"> <li>• 10 liters capacity (min.)</li> <li>• 60-minute timer with bell ring (min.)</li> <li>• 100-250 °C temperature</li> <li>• Material: Stainless-steel or Matte Body Finish</li> </ul>		
<p><b>D. Microwave Oven – Four (4) units</b></p> <ul style="list-style-type: none"> <li>• 20 liters capacity</li> <li>• Digital control panel or mechanical knob</li> <li>• Wattage: 600-1000 Watts</li> </ul>		
<p><b>E. Coffee Maker – Three (3) units</b></p> <ul style="list-style-type: none"> <li>• 1.5 liters capacity</li> <li>• Water tank with water level indicator</li> <li>• Removable washable filter</li> <li>• Auto-Drip</li> <li>• Auto keep warm</li> <li>• Thermo-glass Carafe</li> </ul>		
<b>TERMS</b>		
<p>A. Unit price of individual items must not exceed Fifty Thousand Pesos Only (₱ 50,000.00).</p>		
<p>B. Inclusive of delivery charge.</p>		
<p>C. The supplier shall supply the products in recyclable packages.</p>		
<p>D. Seven (7) days replacement for manufacturer's defect based on manufacturer's standard</p>		
<p>E. All items shall be delivered within ten (10) working days upon receipt of the Purchase Order.</p>		
<p>F. At least twelve (12) months warranty on parts and labor for all items.</p>		
<p>G. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.</p>		

**Terms of Payment:**

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

**Supplier's/Service Provider's Bank Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please indicate your best offer for the item below. Please do not leave any item on the appliances you are offering, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **Unit price of individual items must not exceed Fifty Thousand Pesos Only (₱ 50,000.00). The offered quotation should not exceed the ABC (₱108,000.00).** In case of discrepancies in the financial offer, Section 32.2.3 of the 2016 Revised IRR of R.A. No. 9184 shall apply.

<b>BREAKDOWN OF OFFER:</b>			
<b>ITEM</b>	<b>QUANTITY</b>	<b>PRICE PER UNIT</b>	<b>TOTAL</b>
6.6 cu. Ft. Two-Door Refrigerator	3		
8.1 - 10.4 cu. Ft. Two-Door Refrigerator	1		
Oven Toaster	4		
Microwave Oven	4		
Coffee Maker	3		
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>		<b>TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]</b>	
One Hundred Eight Thousand Pesos Only <b>(₱108,000.00).</b>		<b>In Words:</b> _____ _____ <b>In Figures:</b> _____ _____	

**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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Notice of Award shall be signed by the authorized representative and returned to GCG within three (3) calendar days from its receipt.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

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**Signature over Printed Name  
of the Sole Proprietor or  
the Authorized Representative  
(for corporations and partnerships)**

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**Office Telephone /Fax/Mobile Nos**

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**Email address/es**