



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 21-0037

CANVASS PERIOD: 19 to 22 October 2021

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement **SUPPLY AND DELIVERY OF ONE (1) LOT OFFICE FURNITURE FOR EXTENSION OFFICE.**

Attached is Purchase Request No. 21-0037 with an Approved Budget for the Contract (ABC) of Five Hundred Thirty Thousand Pesos Only (PHP 530,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>SUPPLY AND DELIVERY OF ONE (1) LOT OFFICE FURNITURE FOR EXTENSION OFFICE.</i>

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;

2. PhilGEPS Certificate of Registration or Registration Number;

3. Notarized Omnibus Sworn Statement (See attached Template)

4. Annual Income Business Tax Return (year-ended, 2020) or Updated BIR Form 1702; and

5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized resolution conferring authority for representative to transact on behalf of the same or its equivalent document

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 22 October 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: procurement@gcg.gov.ph

Thank you



QUOTATION FORM

INSTRUCTIONS

- 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 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.) 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:

SUPPLY AND DELIVERY OF ONE (1) LOT OFFICE FURNITURE FOR EXTENSION OFFICE (PERIOD OF CANVASS: 19 TO 22 OCTOBER 2021)			
Technical Specifications	Yes	No	Comments
1. Eleven (11) Pieces, Executive Chairs			
- High Back Ergonomic Design			
- Mesh Back with Leather Headrest			
- 360° Swivel-Function			
- Pneumatic Height Adjustment			
2. Forty-Two (42) Pieces, Staff Chairs			
- Mid back Ergonomic Design			
- Mesh Back with Leather			
- 360° Swivel-Function			
- Pneumatic Height Adjustment			
3. Forty-Eight (48) Pieces, Mobile Pedestal			
- 2 Small and 1 Big Drawer			
- With Lock & Handle			
- With Wheel Casters			
- Body and Door: Wood Material			
- Not Exceed 60 cm Width and 66.5 cm Height			

**SUPPLY AND DELIVERY OF ONE (1) LOT OFFICE FURNITURE FOR EXTENSION OFFICE
(PERIOD OF CANVASS: 19 TO 22 OCTOBER 2021)**

Technical Specifications	Yes	No	Comments
4. One (1) Piece, Round Table			
- 90 cm Diameter Round Clear Glass			
- Steel/Chrome Plated Leg/s			
5. Three (3) Pieces, Round Stool			
- Round Leather Seat			
- Pneumatic Height Adjustment			
6. Two (2) Pieces, Visitor Chair			
- Model Plastic Backrest			
- Wooden Legs			
7. One (1) Piece, Executive Table			
- Wooden L-Type			
- Dimension 150Lx 70W x 120Lx45W			
- With 3 drawer pedestal			
OTHERS			
1. Delivery Period: <u>All items should be delivered within 30 calendar days upon receipt of Purchase Order (P.O.)</u>			

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 each of the items below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

SUPPLY AND DELIVERY OF ONE (1) LOT OFFICE FURNITURE FOR EXTENSION OFFICE (PERIOD OF CANVASS: 19 TO 22 OCTOBER 2021)		
<u>LINE ITEM SPECIFICATION</u>	APPROVED BUDGET FOR THE LINE ITEM	OFFERED QUOTATION [≥ TO APPROVED LINE ITEM BUDGET]
1. ELEVEN (11) PIECES, EXECUTIVE CHAIRS	₱ 71,500.00	
2. FORTY-TWO (42) PIECES, STAFF CHAIRS	₱ 147,000.00	
3. FORTY-EIGHT (48) PIECES, MOBILE PEDESTAL	₱ 276,000.00	
4. ONE (1) PIECE, ROUND TABLE	₱ 4,500.00	
5. THREE (3) PIECES, ROUND STOOL	₱ 9,000.00	
6. TWO (2) PIECES, VISITOR CHAIR	₱ 7,000.00	
7. ONE (1) PIECE, EXECUTIVE TABLE	₱ 15,000.00	

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Five Hundred Thirty Thousand Pesos Only (₱ 530,000.00)	

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. 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.

Signature over Printed Name

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es