



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 24-0040**

**CANVASS PERIOD: 19 to 25 June 2024**

**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 of **SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A.**

Attached is Purchase Request No. 24-0040 with an Approved Budget for the Contract (ABC) of **One Million Pesos Only (₱1,000,000.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) with subject name: **“Submission for the procurement of SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A.”**

On the other hand, **all physical submissions must be labeled and addressed:**

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A.</b>

**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. Latest Annual Income Tax Return with proof of payment, if applicable, and BIR email confirmation for EFPS filers or BIR stamped received for Non-EFPS filers;
4. Notarized Omnibus Sworn Statement (See attached Template); **and**



5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) <b>Notarized Secretary's Certificate</b> 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,</u></b> and <b><u>to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) A Sole Proprietorship	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,</u></b> and <b><u>to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) A Partnership	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,</u></b> and <b><u>to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

6. **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 **Request for Quotation form signed by the bidder's authorized representative before the deadline on 25 June 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: [procurement@gcg.gov.ph](mailto: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 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) 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 OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A (PERIOD OF CANVASS: 19 to 25 June 2024)</b>			
ITEM DESCRIPTION	Yes	No	Comments
<b>Supply and Delivery of Office Tables, Pedestals, Sofas, and Visitor Chairs for GCG Extension Office - A</b>			
<b>TERMS</b>			
A. The service provider must attach a photo of the items being offered.			
B. Items without specified color shall subject to approval by the end-user.			
C. Inclusive of delivery charge.			
D. Unit price of individual items must not exceed Fifty Thousand Pesos Only (₱ 50,000.00).			
E. All items should be delivered within twenty (20) working days upon receipt of the Purchase Order.			
F. Replacement of newly delivered defective item to GCG without additional charge.			
G. At least twelve (12) months warranty for all items.			
H. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.			

**SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS,  
AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A  
(PERIOD OF CANVASS: 19 to 25 June 2024)**

ITEM DESCRIPTION	Yes	No	Comments
<b>TECHNICAL SPECIFICATIONS</b>			
<b>A. L-SHAPED TOP EXECUTIVE TABLE – MAIN TABLE WITH LEFT SIDE CABINET – ONE (1) PIECE</b>			
<p>A.1. <b>Main Table Size:</b> 180 cm (L) x 90 cm (W) x 75 cm (H) (min.)</p> <p>A.2. <b>Left Side Cabinet Size:</b> 80 cm (L) x 40 cm (W) x 62 cm (H) (min.)</p> <p>A.3. <b>Features:</b></p> <p>A.3.1. With Side Credenza</p> <p>A.3.2. With 3-Drawer Mobile Pedestal</p> <p>A.3.3. With Pull-Out Tray for Keyboard and Movable CPU Stand</p> <p>A.4. <b>Material:</b> Laminated MDF/Perforated Steel Modesty</p> <p>A.5. <b>Finish:</b> Beechwood</p>			
<b>B. L – SHAPED EXECUTIVE TABLE – MAIN TABLE WITH LEFT SIDE CABINET – ONE (1) PIECE</b>			
<p>B.1. <b>Main Table Size:</b> 160 cm (L) x 80 cm (W) x 75 cm (H) (min.)</p> <p>B.2. <b>Left Side Cabinet Size:</b> 80 cm (L) x 40 cm (W) x 62 cm (H) (min.)</p> <p>B.3. <b>Features:</b></p> <p>B.3.1. With Side Credenza</p> <p>B.3.2. With 3-Drawer Mobile Pedestal</p> <p>B.3.3. With Pull-Out Tray for Keyboard and Movable CPU Stand</p> <p>B.4. <b>Material:</b> Laminated MDF/Perforated Steel Modesty</p> <p>B.5. <b>Finish:</b> Beechwood</p>			
<b>C. 3-DRAWER MOBILE PEDESTAL – ONE HUNDRED THIRTY-EIGHT (138) PIECES</b>			
<p>C.1. <b>Dimension:</b> 39.5 cm (W) x 54 cm (D) x 64 cm (H) (min.) - Not Exceed 65.5 cm (H)</p> <p>C.2. <b>Features:</b></p> <p>11.1.1. With Regular Handle</p> <p>11.1.1. With Centralized Locking System</p> <p>11.1.1. With File Divider and Pen Tray Holder</p> <p>11.1.1. With Caster wheels</p> <p>C.3. <b>Finish:</b> Light Gray</p> <p>C.4. <b>Material:</b> Steel-Top/Powder-Coated Steel</p>			
<b>D. 4-SEATER ROUND TABLE – THREE (3) PIECES</b>			
<p>D.1. <b>Dimension:</b> 100 cm (D) x 75 cm (H) (min.)</p> <p>D.2. <b>Round Tabletop Thickness:</b> 2.5 cm (min.)</p> <p>D.3. <b>Sidings:</b> 0.2 cm PVC Edge Band (min.)</p> <p>D.4. <b>Structure:</b> E1 Moisture Resistant Board</p> <p>D.5. <b>Legs:</b> Round Stainless-Steel Base in Hairline Finish</p>			

**SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS,  
AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A  
(PERIOD OF CANVASS: 19 to 25 June 2024)**

ITEM DESCRIPTION	YES	NO	COMMENTS
<b>E. RECTANGULAR MEETING TABLE – ONE (1) PIECE</b>  E.1. <b>Main Table Size:</b> 240 cm (L) x 120 cm (D) x 75 cm (H) (min.) E.2. <b>Tabletop Thickness:</b> 5 cm (min.) E.3. <b>Sidings:</b> 2mm PVC Edge Band Machine Pressed (min.) E.4. <b>Structure:</b> E1 Moisture Resistant Board E.5. <b>Finish:</b> Wood Varnished			
<b>F. RECEPTION COUNTER TABLE – ONE (1) PIECE</b>  F.1. <b>Main Table:</b> 240 cm (L) x 60 cm (D) x H 110 cm (H) (min.) F.2. <b>Structure:</b> 2.5 cm E1 Moisture Resistant Board + Plywood (min.) F.3. <b>Sidings:</b> 2mm PVC Edge Band Machine Pressed (min.) F.4. <b>Countertop Thickness:</b> 2.5 cm (min.) F.5. <b>Features:</b> F.5.1. One (1) Movable Cabinet in Three-Drawer with Central Lock Mechanism F.5.2. Cabinet Carcass in 1.8 cm Thick High-Pressure Laminate (HPL) E1 F.5.3. Board (min.) F.5.4. Carcass – White Finish; Inner Drawers – Wood Grain Finish F.5.5. Full Extension Soft Close Drawer Guide F.5.6. With 1 CPU Rack in 1.8 cm Thick HPL Finish (min.)			
<b>G. SOFA BED - ONE (1) PIECE</b>  G.1. <b>Material:</b> Polyester Fabric G.2. <b>Light Color</b> G.3. <b>Dimension:</b> G.3.1. Sofa: 180 cm (L) x 85 cm (W) x 80 cm (H) (min.) G.3.2. Bed: 180 cm (L) x 100 cm (W) x 35 cm (H) (min.) G.3.3. Multi-functional design that reclines between two positions: sitting and sleeping			
<b>H. 4 – SEATER SOFA – ONE (1) PIECE</b>  H.1. <b>Materials:</b> Polyester Fabric H.2. <b>Dark Color</b> H.3. <b>Dimension:</b> 240 cm (L) x 75 cm (W) x 80 cm (H) (min.)			
<b>I. 3 – SEATER SOFA – ONE (1) PIECE</b>  I.1. <b>Materials:</b> Polyester Fabric I.2. <b>Dark Color</b> I.3. <b>Dimension:</b> 180 cm (L) x 75 cm (W) x 80 cm (H) (min.)			

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ITEM DESCRIPTION	YES	NO	COMMENTS
<b>J. 1 – SEATER SOFA – ONE (1) PIECE</b>			
J.1. <b>Materials:</b> Polyester Fabric J.2. <b>Dark Color</b> J.3. <b>Dimension:</b> 60 cm (L) x 75 cm (W) x 80 cm (H) (min.)			
<b>K. COFFEE TABLE – ONE (1) PIECE</b>			
K.1. <b>Dimension:</b> 100 cm (L) x 50 cm (W) x 50 cm (H) (min.) 11.1.1. With lower shelf for providing storage space for books, magazines, etc. 11.1.2. Four-legged Wooden Base 11.2. <b>Finish:</b> Beechwood			
<b>L. LOBBY AREA VISITOR CHAIR – TWO (2) PIECES</b>			
L.1. Model Plastic Backrest L.2. Light Color L.3. Four-legged Wooden Base			
<b>M. EXECUTIVE VISITOR CHAIR – TEN (10) PIECES</b>			
M.1. Black Leatherette Backrest and Seat M.2. Chrome Armrest Upholstered with Leatherette M.3. Four-legged Chrome Base			
<b>N. TOP EXECUTIVE VISITOR CHAIR – EIGHT (8) PIECES</b>			
N.1. Wooden Frame N.2. Light Color N.3. Leatherette Backrest and Seat N.4. Four-legged Wooden Base			

**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, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
<b>One Million Pesos Only (₱1,000,000.00)</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. 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.

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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**