

REQUEST FOR QUOTATION

For Supply and delivery of Other Supplies to be used in Sangguniang Panlalawigan Office

Date: August 2, 2018

RFQ No.: NLONTOC-RFQ-225-2018

PR No.: 2018-7-1181/7-4-18

PHILGEPS Ref. No.: 5527325

Name of Company

Complete Company Address

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than August 9, 2018 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.

Very truly yours,

RENATO A. ABUTAN
BAC-A Chairman

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for Sangguniang Panlalawigan Office of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

| No | ITEM DESCRIPTION (Item Name & Technical Specifications) | QTY. | UNIT | APPROVED BUDGET OF CONTRACT (ABC) | FINANCIAL PROPOSAL (Indicate the Price Offer) | | TECHNICAL PROPOSAL | DELIVERY (days/weeks) |
|----|--|------|------|---|--|-------------|-----------------------|--------------------------|
| | | | | | Unit Price | Total Price | | |
| | Office Equipment | | | 55,350.00 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | **see page 2 for the specifications** | | | | | | | |
| | TOTAL | | | 55,350.00 | | | | |

GENERAL CONDITIONS

- All entries must be legibly handwritten or typewritten;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
- Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three(3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
- It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
- Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION

Date: August 9, 2018

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in _____ days from receipt of the Notice To Proceed.

Printed Name & Signature
of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

***Attach Certificate of Registration (BIR)**

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| PLEASE QUOTE: <u>PER ITEM</u> | | | | | BIDDER's PROPOSAL BOX | | | |
|-------------------------------|--|-----|------|--|--|-------------|-----------------------|--------------------------|
| No. | ITEM DESCRIPTION (Item Name & Technical Specifications) | QTY | UNIT | APPROVED BUDGET OF CONTRACT (ABC) | FINANCIAL PROPOSAL (Indicate the Price Offer) | | TECHNICAL PROPOSAL | Delivery (days/weeks) |
| | | | | | Unit Price | Total Price | | |
| | LATERAL FILING CABINET 2 DRAWERS | 1 | Pc. | 9,450.00 | | | | |
| | 2 Drawer with Lock | | | | | | | |
| | Full Extension Ball Bearing Drawer Slides | | | | | | | |
| | Provision for Vertical and Horizontal filing | | | | | | | |
| | 1 Vertical Steel Divider per Drawer | | | | | | | |
| | Dimensions: 27 -3/4" H x33- 1/8" D | | | | | | | |
| | Color : Beige | | | | | | | |
| | Finish : Powder Coated (Plain) | | | | | | | |
| | Thickness: 0.7 | | | | | | | |
| | Filing Cabinet (SPECIAL) 3 DRAWERS | 1 | Pc. | 8,100.00 | | | | |
| | Drawers with Lock | | | | | | | |
| | Full Extension Ball Bearing Drawer Slides | | | | | | | |
| | Plastick Cardholders | | | | | | | |
| | 1 Steel Divider per Drawer | | | | | | | |
| | Dimensions: 42" H x 18- 1/2" W x 22"D | | | | | | | |
| | Color : Beige | | | | | | | |
| | Finish : Enamel (Plain) | | | | | | | |
| | Thickness: 0.6 | | | | | | | |
| | PEDESTAL CABINET LEGAL SIZE | 2 | Pcs. | 13,500.00 | | | | |
| | 2 Small Drawer & 1 Legal Sized Drawer with lock | | | | | | | |
| | 1 Steel Divider per Letter Sized Drawer | | | | | | | |
| | Full Extension Ball Bearing Drawer Slides | | | | | | | |
| | 3 Pcs. Twin Caster without brake | | | | | | | |
| | Twin Caster with brake | | | | | | | |
| | Dimensions : 25- 1/4" H x 18 1/2" W x 22" D | | | | | | | |
| | Color : Beige | | | | | | | |
| | Finish : Powder Coated (Plain) | | | | | | | |
| | Thickness : 0.6 | | | | | | | |
| | Executive Chairs | 3 | Pcs. | 14,175.00 | | | | |
| | Color : Black | | | | | | | |
| | Office Table | 1 | Pc. | 10,125.00 | | | | |
| | Color: Wenge | | | | | | | |
| | Dimension : 120 cm | | | | | | | |
| | TOTAL | | | 55,350.00 | | | | |

Company Name

Address

Printed Name & Signature
of Authorized Representative