

# REQUEST FOR QUOTATION

For Supply and Delivery of Office Furniture for use in the Family Court Branch 5, Trece Martires City

Date: November 18, 2019

RFQ No.: NLONTOC-RFQ-465-2019

PR No.: 2019-11-2395/11-5-19

PHILGEPS Ref. No.: 6668688

\_\_\_\_\_  
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 **November 25, 2019 at 5:00 PM** to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.

*Very truly yours,*  
  
**LOURDES G. CAMERO**  
BAC-A Vice-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 **Office of the Provincial Governor** 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		
	<b>Executive Table</b>	1	pc	13,920.00				
	-wenge with 5 drawers -W24" x L70" x H30" -made of ¾ plywood painted wenge finish							
	<b>Executive Chair</b>	2	pcs	11,136.00				
	-High back black leatherette							
	<b>Office Table</b>	4	pcs	13,224.00				
	-laminated wood gray W22.75"xL47.25" x H29.5 -1 long drawer with slides							
	<b>Office Chair Clerical</b>	4	pcs	12,528.00				
	-with armrest							
	<b>Office Chair</b>	2	pcs	11,590.00				
	-deluxe 6 midnight mesh with arm rest gas lift							
	<b>Gang Chair</b>	4	pcs	36,192.00				
	-5 seater, all steel							
	<b>***Nothing Follows***</b>							
	<b>Total</b>			<b>98,590.00</b>				

**GENERAL CONDITIONS**

1. All entries must be legibly handwritten or typewritten;
2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
3. 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.
4. 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)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. 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;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
10. 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;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

Date: November 25, 2019

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)**

