



**REQUEST FOR QUOTATION**

**For Supply and Delivery of Office Furniture and Fixtures for use in the Office of the Provincial Administrator**

Date: November 11, 2019

RFQ No.: NLONTOC-RFQ-431-2019

PR No.: 2019-11-2369/11-4-19

PHILGEPS Ref. No.: 6642086

\_\_\_\_\_  
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 18, 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 Provincial Administrators 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 Chair with Arm Rest (Black)	25	pcs	93,125.00				
	Lateral Filing Cabinet with Lock (3 Layers) *Powder Coated finish *with Locks *Rust Protection	2	pcs	25,960.00				
	<b>**nothing follows**</b>							
	<b>TOTAL</b>			<b>119,085.00</b>				

**GENERAL CONDITIONS**

- All entries must be legibly handwritten or typewritten;
- Bidders must submit necessary business permits (SEC, LGU, DTL, 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: November 18, 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)**