

## REQUEST FOR PROPOSAL

### Procurement of Office Supplies and Equipment for Baguio i-Station

P.R. No./Date Received: 2022-07-0129 / 11 July 2022

RFQ/P No. / Date: 2022-07-0130 / 04 August 2022

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

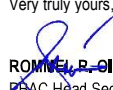
**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation maybe submitted through registered or electronic mail to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [bageslani@phcc.gov.ph](mailto:bageslani@phcc.gov.ph) on or before **August 19, 2022, 04:00PM** subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.

Very truly yours,

  
ROMMEL R. OJRA  
PBAC Head Secretariat

Item	QTY	ABC	Project Title	Total Amount (PhP)
				(To be filled-out by the supplier)
1	1 piece	₱5,200.00	Paper Shredder	
2	1 set	₱9,800.00	White Board with wheels	
3	1 piece	₱2,350.00	Date Stamp	
4	1 piece	₱980.00	Office Cutter	
5	1 piece	₱9,800.00	Binding Machine	
6	5 piece	₱445.00	Magazine/Folder Rack	
7	5 piece	₱255.00	Pen Holder	
8	2 piece	₱740.00	Garbage Bin	
9	1 set	₱350.00	Broomstick with dustpan	
10	5 piece	₱225.00	Foot rugs	
11	10 piece	₱200.00	Hand towels/Rugs	
12	1 set	₱8,880.00	Visitor's Chair (3 seaters)	
13	1 piece	₱2,999.00	Electric Fan	
14	1 piece	₱12,995.00	Air Purifier	
15	1 piece	₱12,950.00	Portable Aircon	
(Please see attached Technical Specifications)				
<b>Total Lot ABC</b>		<b>₱ 68,169.00</b>	<b>TOTAL Amount:</b>	
<b>Delivery Instructions:</b>		<b>To be delivered/performed within ten (10) working days upon receipt of Job/Purchase Order/Contract.</b>		

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



## OFFICE SUPPLIES SPECIFICATIONS

DESCRIPTION/MINIMUM SPECIFICATION	
<b>1.) White board with wheels</b>	
<b>DIMENSIONS</b>	: 4 feet in width x 8 feet height
<b>THICKNESS</b>	: 1 – 3 inch thick board
<b>MATERIAL</b>	: Wooden frame and aluminum legs
<b>SURFACE</b>	: Smooth, glossy
<b>FEATURES</b>	: Rotatable
	Wheels attached to its legs for easy movement

<b>2.) Binding Machine</b>	
<b>DIMENSIONS</b>	: 405 x 290 x 165 mm
<b>WEIGHT</b>	: 5 – 6 kg
<b>NUMBER OF HOLES</b>	: 21 -24 holes
<b>PUNCHING CAPACITY</b>	: 15 – 20 sheets
<b>BINDING THICKNESS</b>	: 450 sheets maximum
	Heavy duty, adjustable holes

<b>3.) Paper Shredder</b>	
<b>DIMENSIONS</b>	: 18.6cm W x 40.5cm H x 32.4cm D
<b>WEIGHT</b>	: 4.17 kgs
<b>FEATURES</b>	: 8 sheet cross cut shredder
	High gloss finish
	8 sheet cross cut shredder
	16 Litre waste bin
	Shreds CDs & credit cards

4.) Electric Fan	
<b>BLADE MATERIAL / SIZE, CM</b>	: PP/40
<b>WATTAGE (W, MAX)</b>	: 62
<b>PRODUCT WEIGHT , KG</b>	: 7.0
<b>FEATURES</b>	: Height Adjustment
	3 switch modes
	Double oscillation

5.) Portable Aircon	
<b>DIMENSIONS</b>	: HxWxD 124/71/40 cm
<b>FEATURES</b>	: Digital with Remote Control with Timer
	Wind speed of 6,000m <sup>3</sup> /h that suits from 40 sqm to 60 sqm
	Low Power Consumption / Energy Savings
	4 Ways Swing Louvers
	Water Level Indicator
	Heavy Duty Roller Feet

6.) Air Purifier	
<b>DIMENSIONS</b>	: 540 x 350 x 350 mm
<b>POWER CONSUMPTION</b>	: 30W
<b>CAPACITY ROOM</b>	: Up to 34 sqm
<b>FEATURES</b>	: Washable Filter
	Displays real time air quality
	4 Light indicator with auto mode

7.) Visitor's Chair	
<b>DIMENSIONS</b>	: WxDxH 160x58x71cm
<b>MATERIAL</b>	: Stainless steel
<b>CAPACITY</b>	: 3 seaters
<b>COLOR</b>	: Silver

8.) Pen holder	
<b>DIMENSIONS</b>	: 10 x 9 cm
<b>WEIGHT</b>	: 0.25 – 0.5 g
<b>MATERIAL</b>	: Plastic or metal
<b>COLOR</b>	: Any



<b>9.) Office Cutter (Guillotine)</b>	
<b>DIMENSIONS</b>	: 12 in x 15 in
<b>WEIGHT</b>	: 1 – 3 kg
<b>MATERIAL</b>	: Wood base or metal base
<b>CUTTING CAPACITY</b>	: Approximately 12 sheets
<b>FEATURES</b>	: With paper size indicator
	Paper adjuster and auto paper pressing bar
	Safety locking
	High quality carbon steel blade with plastic handle

<b>10.) Folder Rack</b>	
<b>DIMENSIONS</b>	: 12.75 x 4 x 16 inch
<b>MATERIAL</b>	: Hard board
<b>CAPACITY</b>	: 10 -15 thin folders or magazines or 5 – 10 thick folders or books
<b>FEATURES</b>	: Sturdy
	Compact
	With sections/divisions

<b>11.) Date Stamp</b>	
<b>SIZE OF IMPRINTS</b>	: 41 x 24 mm
<b>NUMBER OF LINES</b>	: 4 customizable texts
<b>PAD COLOR</b>	: Multi color self inking
<b>DATE HEIGHT</b>	: 4 mm
<b>FEATURES</b>	: Lightweight metal frame
	No slip base for fast repetitive stamping

<b>12.) Broom and Dustpan Set</b>	
<b>MATERIAL</b>	: High quality plastic with sturdy handles
<b>COLOR</b>	: Any
<b>SIZE</b>	: Standard broom and dustpan size



### 13.) Hand towels

<b>MATERIAL</b>	:	Absorbent cloth
<b>SIZE</b>	:	30 cm x 61 cm
<b>COLOR</b>	:	Any

### 14.) Foot rugs

<b>MATERIAL</b>	:	Thick handwoven textile
<b>SIZE</b>	:	57 cm x 37 cm
<b>COLOR</b>	:	Any

### 15.) Garbage Bin

<b>MATERIAL</b>	:	Plastic
<b>SIZE</b>	:	15 – 17 Liters with pedal
<b>COLOR</b>	:	Any

Prepared by:



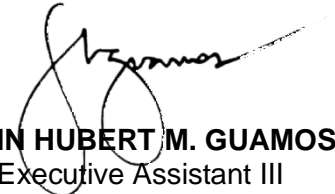
**JANELLE PAOLA C. SONIO**  
Administrative Assistant

Noted by:



**JOCELLE C. BALMACEDA**  
Executive Assistant II

Approved by:



**JOHN HUBERT M. GUAMOS**  
Executive Assistant III

**Conforme:**

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date



Management  
System  
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