

## REQUEST FOR QUOTATION

### Office Storage Shelves and Step Ladder

P.R. No. / Date Received: 2020-03-0069 / 10 March 2020 RFQ No./Date: 2020-08-0090 / 05 August 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the item/s described herein 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
- Signed Terms of Reference / Technical Specifications Sheet

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 [tjsakuma@phcc.gov.ph](mailto:tjsakuma@phcc.gov.ph) on or before **12 August 2020, 3:00PM** 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 may require you to submit additional documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the Revised IRR (RIRR) of Republic Act (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 Section 41 of the same RIRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier's pro forma quotation is submitted, conditions will be governed by the submitted signed *Request for Quotation/Proposal* and/or *Technical Specifications Sheet / Terms of Reference* (if any).

Very truly yours,

  
**JESON Q. DE LA TORRE**

Head, PBAC Secretariat and Chief, AO-General Services Division

| Item No.                                 | QTY | UOM  | ABC         | Technical Specifications / Description   | Brand/Model | Unit Price | Total Amount |
|--|-----|------|-------------|--|-------------|------------|--------------|
| <b>(To be filled-up by the supplier)</b> |     |      |             |  |             |            |              |
| 1  | 7   | unit | P 49,000.00 | <b>Steel Storage Shelves</b><br>Specifications:<br>A. Width: 1m / 39.37in.<br>Depth: 0.46m / 18in.<br>Height: 2.13m / 84" (base footing not included)<br>B. Layer-to-layer Height Clearance - 0.36m / 14in.<br>C. Six (6) layers with base footing |             |            |              |

|                               |   |      |            |  |  |  |  |
|-------------------------------|---|------|------------|--|--|--|--|
| 2                             | 1 | unit | ₱ 7,000.00 | <b>Fiberglass Step Ladder</b>  |  |  |  |
|                               |   |      |            | Specifications:<br>A. Size: 4 ft.<br>B. Load capacity: 225 lbs.<br>C. Reach height: 8 ft.<br>D. Non-conductive side rails for working around electricity |  |  |  |
|                               |   |      |            | (Please see attached sample pictures and specifications)   |  |  |  |
|                               |   |      |            | *** Nothing follows ***  |  |  |  |
| <b>Delivery Instructions:</b> |   |      |            | Deliver to PCC within fifteen (15) calendar days from receipt of Purchase Order  |  |  |  |

(Please provide **complete** information below)

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

We agree to abide by this Quotation/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 Quotation/Proposal that you may receive.

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

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

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

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

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

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

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

