

REQUEST FOR QUOTATION

Procurement of Office Appliances for Legazpi i-Station

P.R. No./Date Received: 2022-05-0090 / 26 May 2022

RFQ/P No. / Date: 2022-09-0147 / 06 September 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
- Signed 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 procurementunit@phcc.gov.ph or baqueslani@phcc.gov.ph on or before **14 September 2022, 04:00 PM** 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. OIRA
PBAC Head Secretariat

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1 piece	₱32,000.00	Air Purifier	
2	4 piece	₱8,400.00	Stand Fan	
3	1 piece	₱7,500.00	Water Dispenser	
			<i>(Please see attached Technical Specifications)</i>	
Total Lot ABC		₱ 47,900.00	TOTAL Amount:	
Delivery Instructions:			<i>To be delivered/performed within ten (10) calendar days upon receipt of Job/Purchase Order/Contract</i>	

*(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 SPECIFICATIONS	
1.) Air Purifier	
Dimensions	: 360mm x 195mm x 505mm
Power Consumption	: 22 Wattage
Capacity Room	: Up to 30 sqm./area
Run Time	: 8 hour
Features	: 4 in 1 HEPA filter Plasma Ion technology
	Energy saving inverter motor technology
	Air quality indicator
	Air filter indicator
2.) Stand Fan	
Blade in inch	: 16"
Blade material	: Plastic
Fan Dimension	: 41cm x 120cm
Input Voltage	: 100-240V
Features	: Plastic Blade
	Round and stable plastic base
	Adjustable height
3.) Water Dispenser	
Dimensions	: 372mm x 995mm x 310mm (D-H-W)
Input Voltage	: 220V
Features	: Top load dispenser
	Dispensing hot and cold water
	Freestanding

Prepared by:


MA. CHARMAIGNE B. CORTEZ
Administrative Assistant

Reviewed by:


JOCELLE C. BALMACEDA
Executive Assistant II

Noted by:


JOHN HUBERT M. GUAMOS
Executive Assistant III

Conforme:

Name and Signature of Authorized Representative

Designation

Company Name

Date