

REQUEST FOR QUOTATION

Procurement of Office Supplies for Legazpi i-Station

P.R. No./Date Received: **2022-05-0092 / 26 May 2022**

RFQ/P No. / Date: **2022-09-0149 / 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 may be 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 bagaslani@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	₱8,750.00	Bundy Clock	
2	2 piece	₱3,600.00	Cork Board	
3	3 piece	₱1,380.00	Document tray - metal (3 layers)	
4	1 piece	₱10,500.00	Lateral Cabinet - 4 drawers	
5	3 piece	₱1,230.00	Magazine Rack	
6	4 piece	₱24,000.00	Mobile Pedestal	
7	1 piece	₱3,800.00	Thermal Scanner with Alcohol Dispenser	
8	2 piece	₱3,540.00	Whiteboard	
			(Please see attached Technical Specifications)	
Total Lot ABC		₱ 56,800.00	TOTAL Amount:	
Delivery Instructions:		<i>To be delivered/performed within ten (10) calendar days upon receipt of the 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 : _____



OTHER OFFICE SUPPLIES SPECIFICATIONS

DESCRIPTION/MINIMUM SPECIFICATIONS	
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1.) Bundy Clock

Dimensions	:	193mm x 2224mm x 120mm
Power Consumption	:	Standby: 2W/Work:10W
Power supply	:	AC100-240V input: Standby
Features	:	Compact size with large clock face

2.) Cork Board

Dimensions	:	50cm x 70cm
Frame	:	Aluminum/plastic
Features	:	Wall mounted

3.) Document Tray

Dimensions	:	H=39.5cm L=39cm W=26cm
Material	:	Metal ; Mesh Type
Layer	:	4

4.) Lateral Cabinet

Dimensions	:	1320mm x 900mm x 450mm
Material	:	All steel
Drawers	:	4
Features	:	Heavy duty full extension

5.) Magazine Rack

Dimensions	:	23cm x 26.2 x 31 cm
Material	:	Metal Wire Mesh
Tier	:	2
Features	:	Heavy duty full extension

6.) Mobile Pedestal

Dimensions	:	40cm x 56cm x 65cm
Material	:	Metal
Drawers	:	3
Features	:	Regular handle

	Movable with swivel castor Centralized Lock (Lock and duplicate keys)
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7.) Thermal Scanner with Alcohol Dispenser	
Features	: Non-contact Infrared Thermometer Automatic alcohol dispenser with stand

8.) Whiteboard	
Dimensions	: 3 ft. x 4ft.
Frame	: Aluminum/Plastic
Features	: Dry-erase whiteboard Wall mounted board

Prepared by:

Reviewed by:

Noted by:


MA. CHARMAIGNE B. CORTEZ
Administrative Assistant


JOCELLE C. BALMACEDA
Executive Assistant II


JOHN HUBERT M. GUAMOS
Executive Assistant III

Conforme:

Name and Signature of Authorized Representative

Designation

Company Name

Date