



## REQUEST FOR QUOTATION

Date: 12 July 2023  
RFQ No.: 100-23-05-1222

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number: \_\_\_\_\_

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Various Furniture and Fixture - PCCH** with an Approved Budget for the Contract (ABC) of **Php 989,800.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.


Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	<b>High Back Chair with Headrest,</b> - Chrome star base Gas lift Fabric: Black, Mesh Tilting Mechanism with lock		5	unit	10,500.00	52,500.00		
2	<b>Visitor Chair without armrest,</b> - Dimension: approx. 435mm L x 560mm W x 800mm H Mid Back Leather Finish Chair Legs in high quality steel chrome finish		10	unit	3,000.00	30,000.00		
3	<b>Steel Locker 12 Doors,</b> - Dimension: Approx. W 90cm x D 40cm x H 185cm Materials: Metal Color: Beige		4	unit	16,900.00	67,600.00		
4	<b>Office Chair with Armrest,</b> - Mid back Chrome star base Gas lift Fabric: Black, Mesh Tilting Mechanism with lock		30	unit	7,000.00	210,000.00		
5	<b>Lateral Filing Cabinet,</b> - 5 layers 1 Vertical Steel Divider per Dimensions: 52-55" H x 33-35" w-18- 24D		10	unit	15,000.00	150,000.00		

	Color: Beige/Gray Finish Powder Coated (Plain)							
6	<b>Heavy duty 5 Seaters Gang Chair,</b> - Material Chrome Plated Steel Dimension: 5-Seater: L2960-3000 x W680-700 x H800-850mm Color: Silver / Gray		10	unit	12,500.00	125,000.00		
7	<b>Smart Television,</b> - Screen Size: 43inches Gross Weight: 9-10 kg Full HD 1920 x 1080 Smart TV Built-in ISOB-T Receiver Connectivity: USB, HDMI, LAN, WIFI Display Panel: LED Any view Cast User Manual Remote Control Wall Bracket Digital Antenna Voltage: 100-240V 50/60Hz AC Warranty: 1 year		2	unit	29,000.00	58,000.00		
8	<b>White Board Double Sided,</b> - 3 feet x 4 feet with stand and locking wheels Reversible Include marker, three magnets and eraser		2	unit	6,500.00	13,000.00		
9	<b>Fridge Personal Refrigerator,</b> - 1.8-2.0 cu.ft Capacity Energy Efficient Compressor R600a Refrigerant Consumes 60-70 watts with Freezer Compartment Manual Defrost System Wire Shelves Anti-Bacterial Coating Reversible Door Stainless Door Color Compact / Space saving Design Dimension: Approx. L 47 x W 44 x H 52 (cm) Warranty: 1 year		2	unit	11,000.00	22,000.00		
10	<b>Office Table,</b> - Dimensions: Approx. 150cm x 60cm x 75cm Free standing with fixed drawer and mobile pedestal Woodgrain laminate to powder coated steel legs and panels includes Staff chair, mesh black swivel type with armrest durable wheelbase and hydraulic gas lift		3	set	21,500.00	64,500.00		
11	<b>Steel Door Metal Locker Cabinet,</b> - 3 Doors Cabinet Dimension: Approx. H 1850mm x L 900mm x D 450mm		4	set	17,550.00	70,200.00		
12	<b>Steel Locker with lock (Assembled),</b> - Heavy Duty Lockable Wardrobe with Compartment 3 Doors Dimension: Approx.185H x 90W x 45D		6	unit	13,000.00	78,000.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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	cm Main materials: Steel Brand New with hanger rod and shoe rack Double security lock: key lock and padlock holder Color: Off white							
13	<b>Steel Locker with Lock (Assembled),</b> - Heavy Duty Lockable Wardrobe with Compartment 6 Doors Dimensions: Approx. 185H x 90W x 45D cm Main Materials: Steel Brand New with hanger rod and shoe rack Double security lock key lock and padlock holder Color: Beige		2	unit	14,500.00	29,000.00		
14	<b>Round Wall Clock, 15 inches,</b> - Big numbers battery operated spare battery included		20	unit	1,000.00	20,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>989,800.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPs Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement**  
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
  - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

**ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

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Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]; and
- e. Certificate of Analysis (for anesthesia and antibiotics) [to be submitted upon delivery].

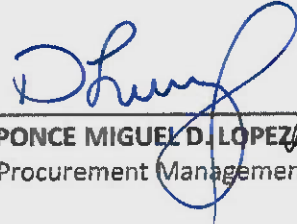
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



**ATTY. PONCE MIGUEL D. LOPEZ**  
Officer in Charge, Procurement Management Office

**I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.**

**Conforme:**


\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Position**

Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
**(Please indicate Company Name)**

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## TERMS OF REFERENCE

1. Upon receiving the approved Purchase Order and Notice the supplier will deliver within 90 days.
2. Supplier will guarantee that all items are appropriately and securely delivered to Pasig City Children's Hospital to avoid physical damage, breakage or corrosion.
3. Following deliverables are the expected from the supplier:
  - a. Supply the office equipment as per specification
  - b. Proper installation of office equipment, free of charge.
  - c. Orientation on operating/handling procedure and safety measure to concerned staffs.
  - d. Maintenance or replacement of every equipment, in case of problems after sales as per one-year warranty.
4. Payment terms: 45 days upon completion of delivery

Prepared by,

  
**Ruth Joy R. Paredes, MBA**  
OIC- Procurement and Materials Management Section



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