



REQUEST FOR QUOTATION

Date: 07 August 2023

RFQ No.: 100-23-07-1572

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 Office Furniture and Fixtures – City Legal Office** with an Approved Budget for the Contract (ABC) of **Php 130,000.00**, 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
	Office Sofa Set with Center Table							
1	Office Sofa set, - 1 piece 3 seater sofa and 2 pieces 2 seater sofa and 1 center table Material : Standard Foam, Mahogany Wood (Dark Oak) Upholstery Material : Leatherette Leg material : Mahogany Wood (Dark Oak) - Dimensions : 3 seater dimensions : Approximately L74 x W34 x H35 in 1 seater dimensions : Approximately L52 x W34 x H35 in Color of Leather : Black or Gray - Hard Wood Center Table Shape : Rectangular Material : Solid Wood Dimensions : Approximately W110 x D58 x H42 cm Stained finished (Dark Oak)		1	pc	70,000.00	70,000.00		
	Conference Table with 8 Chairs							

2	Conference table, - Material (Conference Table) : Solid Wood Material (Chairs) : Solid Wood with Fabric Cushion Seat Color : Dark Oak Size : 8 Seaters Set Includes : 1 Table and 8 Chairs Table Dimensions : Approximately W200 x D100 x H75 cm Chair Dimensions : Approximately L18" x W18.5" x H41.5"	1	pc	60,000.00	60,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	130,000.00		
DELIVERY TERM: Within Fifteen (15) calendar days upon the receipt of Notice to Proceed.							

**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:

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].

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