



REQUEST FOR QUOTATION

Date: 21 September 2023

RFQ No.: 100-23-05-1190

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 – Pasig City Institute of Science and Technology** with an Approved Budget for the Contract (ABC) of **Php 915,800.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
	LOT 1							
1	Executive Office Table and Chair Set, <ul style="list-style-type: none">- All wood Colored Mahogany and White- U Shape Desk: 85inches x 61inches x 30inches (Front Side) 67inches x 34inches x 30inches (Left Side)- Right Side Filing Cabinet: 67inches x 24inches x 69inches- Lock Drawer: 3 layer of drawer 20inches x 20inches x 30inches- Storage Cabinet: 67inches x 24inches x 16inches- With Executive Chair: 25inches x 25inches x 40.5inches, Leather, Color Brown- With 2 visitors Chairs: Black Metal Frame Back Size: 47 x 31cm Seat Size: 47 x 44cm		1	set	100,000.00	100,000.00		

	Seat Height: 45cm +/- 3% dimension							
2	Lockable Filing Cabinet, <ul style="list-style-type: none"> - 106inches x 96inches x 60inches - 4 Door and 1 open in the middle - 2 Door in Left Side with Lock: 36inches x 96inches x 56inches 1 side No Shelves 1 side 2 Shelves: 18inches x 96inches x 28inches - 2 Door in Right Side with Lock: 36inches x 96inches x 56inches with 4 shelves: 18inches x 96inches x 28inches per drawer - Middle (No Door): 4layer 34inches x 96inches x 3.5inches +/- 5% dimension 		1	pc	60,000.00	60,000.00		
3	Executive Computer Table with Modesty Panel, <ul style="list-style-type: none"> - High Pressure Laminate Finish - 1600 x 800 x 760mm - Color Beige and White - Grommet and Built-in Cabinet: 1800 x 900 x 760mm - with Movable Cabinet: 2000 x 1000 x 760mm - +/- 3% dimension 		1	set	51,000.00	51,000.00		
4	Cubicle Computer Table - Single, <ul style="list-style-type: none"> - 4.5cm Thickness Beige Aluminum Cappings - Front Panel: 120cm Height x 120cm Width - Side Panel: 120cm Height x 60cm Width - Table Top Dimensions: 120W x 60D - Monotone and Two-Tone Color Fabric - Fabric Partition with Frostik Glass - Pedestal Cabinet in Central Locking System: with Two Drawer 62cm x 46cm x 74cm - +/- 3% dimension 		3	units	63,600.00	190,800.00		
5	Executive Computer Table with Finish Divider, <ul style="list-style-type: none"> - Description: Screen Panel Dimension: W3300xD1400xH750mm Material: MFC Board Table Top/ Color: Wenge & White Accessories: Grommet, H-Handle, Central Lock, Adjustable Glider, with Fixed Cabinet: 2 Layers (Upper Layer: with 2 layer and 1 open drawer) and (Lower Layer: with 1 Layer and 2 door drawer) +/- 3% dimension 		3	units	52,000.00	156,000.00		
SUBTOTAL:						557,800.00		
LOT 2								

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6	Bed Set - Double Size - Wooden Bed Frame Full Double 54" x 75",, Color Mahogany Brown - Solid Mattress Full Double 54" x 75"/ 10" thickness, Color White		1	set	82,000.00	82,000.00		
7	Queen Size Bed without Head Board but Layer Foam - Php. 112,300.00, Queen Size Bed: 60 x 80inches Layer Foam: 48 x 75inches 6inches thickness with complete Accessories - 3pcs Cotton Flat Sheet Queen size 108" x 102" (Php. 2,000.00 x 3= Php. 6,000.00) - 4pcs Pillow - Large size with Pillow Case 20" x 30" - Filling: Cotton, Color White (Php. 3,500.00 x 4= Php. 14,000.00) - 1pc Duvet 95" x 98": Plain White Color (Php. 19,500.00) - 1pc Bed Skirt Wrap around: 60" 80" + 15" (Php. 3,400.00) - 2pcs Blanket Queen Size: 180 x 200cm, Plain White Color (Php. 2,400.00 x 2= Php. 4,800.00)		1	set	160,000.00	160,000.00		
SUBTOTAL:					Php 242,000.00			
LOT 3								
8	Sofa Set - 6pax/seater - 1 for 3pax/seater: 84" x 40" x 33", - 1 for 2pax/seater: 63" x 38" x 34" up to 65" x 40" x 36" - 1 for 1pax/seater: 25" x 20" x 24" up to 27" x 22" x 26" - Color Brown - Suede Fabric		2	sets	58,000.00	116,000.00		
SUBTOTAL:					Php 116,000.00			
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		915,800.00			
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.								

**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**

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- **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*].

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), 4th 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, 4th 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


F. Ponce Miguel D. Lopez

ATTY. PONCE MIGUEL D. LOPEZ,

Officer in Charge, Procurement Management Office

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

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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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