



REQUEST FOR QUOTATION

Date: 17 October 2023
RFQ No.: 100-23-07-1581

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 – Pasig City General Hospital** with an Approved Budget for the Contract (ABC) of **Php 497,559.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	TWELVE (12) PAX WORKSTATION (refer to floor plan), - Table Top: Main Desk: 900mmW x 600mmD - 12 pcs. (green/gray) 25mm thk HDF board in laminated woodgrain finish, flat edge in PVC/ rubber finish and inner grommet. Screen Partition: 8mm thk 300mm height acrylic finish with bracket in approve shade of color (green/gray) Fixed Cabinet: 18mm thk carcass in laminate finish with 3 drawers and locking mechanism		1	lot	399,000.00	399,000.00		
2	FREESTANDING TABLE WITH SIDE TABLE, - Table Top: Main Desk: 1200mmW x 600mmD Side Table: 900mmW x 450mmWD 25mm thk HDF board in laminated woodgrain finish, flat edge in PVC/ rubber finish and inner grommet. Metal Leg: Ga. 18 powder coated white square leg with fixed beam and connectors and perforated front panel.		1	unit	25,360.00	25,360.00		





3	MID-BACK CHAIR (black), - " With fixed polypropylene armrest " Seat is made up of 50mm thick seat cushion of highly density foam that's fully upholstered " Back shell is made of injection moulded polypropylene with nylon mesh. " With square-edges, curved-sides modern design " Pneumatic seat height adjustment, max. 3" " Butterfly mechanism " With 5-prolonged, nylon star-base on heavy duty, double-nylon casters " Where each double-nylon caster if of 65mm diameter, and can carry up to 100lbs. each caster		12	pcs	5,377.00	64,524.00		
4	HIGH-BACK CHAIR WITH HEADREST (black), - " With adjustable polypropylene armrest " Seat is made up of 50mm thick seat cushion of highly density foam that's fully upholstered " Back shell is made of injection moulded polypropylene with nylon mesh. " With square-edges, curved-sides modern design " Pneumatic seat height adjustment, max. 3" " Butterfly mechanism " With 5-prolonged, nylon star-base on heavy duty, double-nylon casters " Where each double-nylon caster if of 65mm diameter, and can carry up to 100lbs. each caster - Terms of Reference: 1. To provide three (3) Certificate of Good Performance and after sales service. 2. With American National Standard Institute-Business and Institutional Furniture Manufacturer's Association (ANSI-BIFMA) certification for clerical and executive chairs. 3. At least one (1) year warranty on moving components. 4. Warranty period shall commence upon acceptance of the items.		1	pc	8,675.00	8,675.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	497,559.00				
DELIVERY TERM: Within Sixty (60) 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.*

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

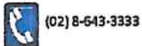
 pasigcity.gov.ph



**TERMS OF REFERENCE (TOR)
(For Various Furniture & Fixtures)**

1. To provide three (3) Certificate of Good Performance and after sales service.
2. With American National Standard Institute- Business and Institutional Furniture Manufacturer's Association (ANSI-BIFMA) certification for clerical and executive chairs.
3. Two (2) years warranty on moving components
4. Delivery period within 60 calendar days upon received of Notice to Proceed.
5. Warranty period shall commence upon acceptance of the goods/ items.


ROBERT JOSEPH M. ROMBAWA
OIC, Procurement & Materials Management Section



(02) 8-643-3333



pcgh@pasigcity.gov.ph





M. Eusebio Ave., Brgy. Ma



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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph



PROCUREMENT & MATERIALS MANAGEMENT SECTION

TECHNICAL SPECIFICATION:

1. TWELVE PAX WORKSTATION

Table Top:

Main Desk: 900mmW x 600mmD – 12 pcs.

25mm thk HDF board in laminated woodgrain finish, flat edge in PVC/ rubber finish and inner grommet.

Screen Partition: 8mm thk 300mm height acrylic finish with bracket in approve shade of color.

Fixed Cabinet: 18mm thk carcass in laminate finish with drawers and locking mechanism

2. FREESTANDING TABLE WITH SIDE TABLE

Table Top:

Main Desk: 1200mmW x 600mmD

Side Table: 900mmW x 450mmWD

25mm thk HDF board in laminated woodgrain finish, flat edge in PVC/ rubber finish and inner grommet.

Metal Leg: Ga. 18 powder coated white square leg with fixed beam and connectors and perforated front panel.

3. MID-BACK CHAIR

- With fixed polypropylene armrest
- Seat is made up of 50mm thick seat cushion of highly density foam that's fully upholstered
- Back shell is made of injection moulded polypropylene with nylon mesh.
- With square-edges, curved-sides modern design
- Pneumatic seat height adjustment
- Butterfly mechanism
- With 5-prolonged, nylon star-base on heavy duty, double-nylon casters
- Where each double-nylon caster if of 65mm diameter, and can carry up to 100lbs. each caster
- With ANSI-BIFMA certification

4. HIGH-BACK CHAIR WITH HEADREST


- With adjustable polypropylene armrest
- Seat is made up of 50mm thick seat cushion of highly density foam that's fully upholstered
- Back shell is made of injection moulded polypropylene with nylon mesh.
- With square-edges, curved-sides modern design
- Pneumatic seat height adjustment
- Butterfly mechanism
- With 5-prolonged, nylon star-base on heavy duty, double-nylon casters
- Where each double-nylon caster if of 65mm diameter, and can carry up to 100lbs. each caster
- With ANSI-BIFMA certification



ROBERT JOSEPH M. ROMBAWA

OIC, Procurement & Materials Management Section

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





(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *


 pasigcity.gov.ph

Page 4 of 8 | RFQ No. 100-23-07-1581 | RLD

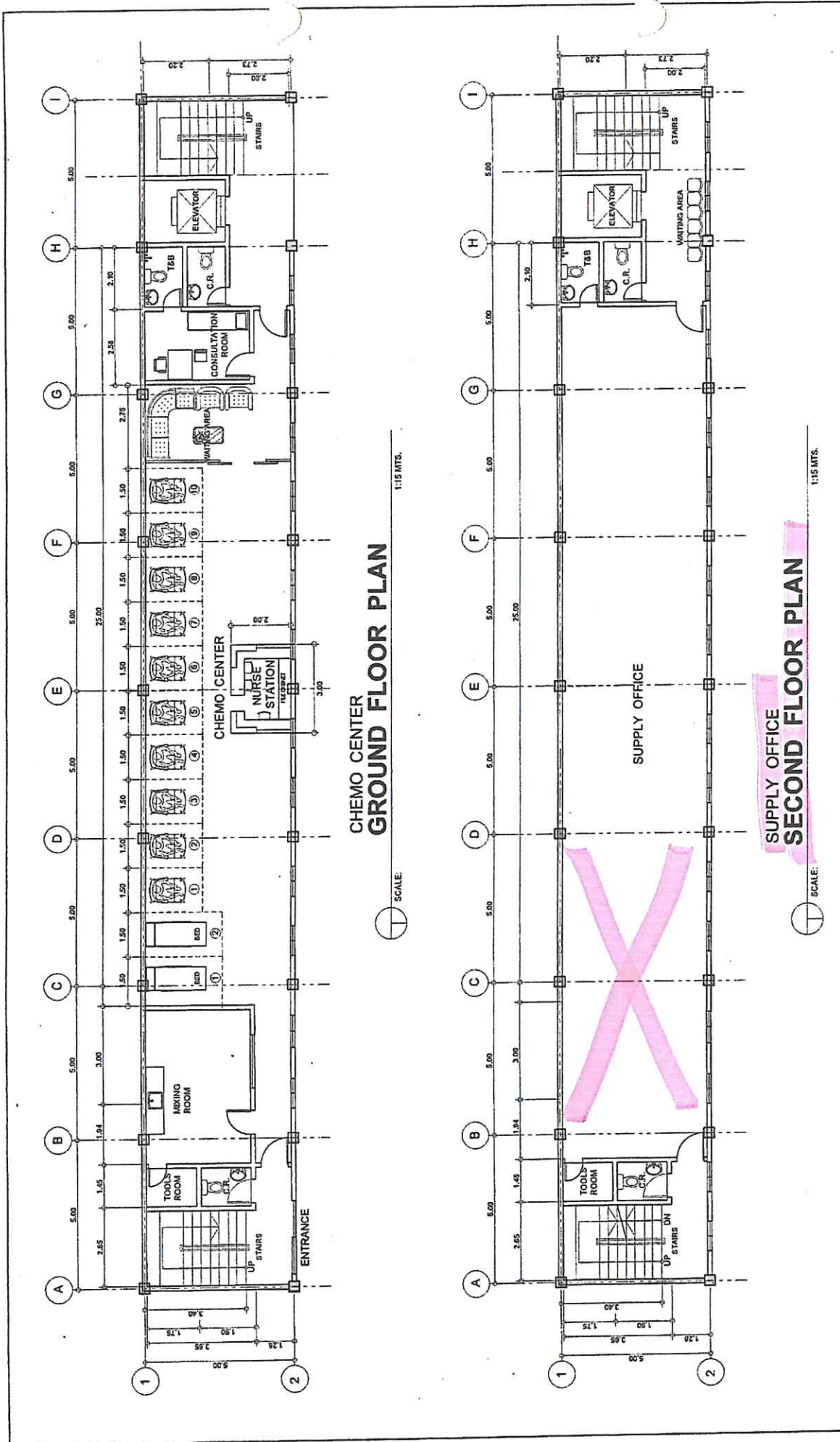


Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

Page 5 of 8 | RFQ No. 100-23-07-1581 | RLD



	ENGINEERING DEPARTMENT VERTICAL SECTION	SUPPLY BUILDING - C LOCATION: PASIG CITY GEN. HOSPITAL, JUVENILA, PASIG CITY	ARCHT: LEA V. OLIVAR OC-Engineering Department	PREPARED BY: ENGR. CIELO G. RELLEVE Project Designer	CHECKED BY: ENGR. HERMOGENES N. LERIO CHIEF, VERTICAL SECTIONS	RECOMMENDING APPROVAL: ENGR. ALFREDO R. GARIN CITY ENGINEER	APPROVED BY: Hon. VICTOR MA. REGIS N. SOTTO CITY MAOR	SHEET NO: 2 5
								SHEET CONTENT: AS SHOWN CADD BY: JARDINES142

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

(02) 8643-1111 * (02) 8641-1111 loc 1461 * bidsandawards@pasigcity.gov.ph * pasigcity.gov.ph



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;

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

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

Page 7 of 8 | RFQ No. 100-23-07-1581 | RLD

- 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



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)

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

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph