



REQUEST FOR QUOTATION

Date: 24 October 2023
RFQ No.: 100-23-08-1881

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 Office Furniture – Ugnayan sa Pasig** with an Approved Budget for the Contract (ABC) of **Php 182,200.00**, 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	Clerical Chair, - Features: - Seat with Pneumatics - Tension Management - Tilt Locking Mechanism - Tilt in Time Weight Capacity: 100- 150 kg Materials: Chrome-plated base with twin casters Covering; Seat: Mesh fabric , Back; Mesh Color: Black Dimensions; Height - Approx. 94 cm Width: Approx. 60 cm Depth: Approx. 70 cm		7	units	5,000.00	35,000.00		
2	Executive Table, - Features: - Bow front executive table with plastic grommet with adjustable footings - Modesty lamination for heat and scratch resistance - D-nut metal to metal connection Materials: 25 mm MFC Engineered board, powdered coated metal		1	pc	20,000.00	20,000.00		




	<p>Color: Hazel + white Dimension: Length - 180 cm - 200cm Width - 70 cm - 90 cm Height - 75 cm - 90 cm</p>						
3	<p>Executive Chair,</p> <ul style="list-style-type: none"> - Features: - High Back Leatherette Chair design with reclining backrest and adjustable footrest - Back Tilt/Tilt Lock Mechanism - 360 degree swive - Built-in Lumbar Support - Pneumatic Seat - Premium wooden or leatherette covered armrest <p>Base Material: Chrome base, twin casters</p> <ul style="list-style-type: none"> - Coverings: SEAT: Leatherette BACK: Leatherette <p>Color: White, Beige, Tan or Brown Weight Capacity: 150-200 kg Dimension: (H x W x EAT: Approx. 55 x 54 x 50 cm BACK: 74 x 45.5 cm OVERALL: 116 -124 x 65 x 50 cm</p>		1	units	20,000.00	20,000.00	
4	<p>Conference table,</p> <ul style="list-style-type: none"> - Features: - Cable management grommet in the center - Floor levelers that can be adjusted - Heat and scratch resistance melamine lamination - D-nut metal-to-metal connection for the long life and simple re-installation <p>Seating Capacity: At least 8 seaters Materilas: 25mm MFC Engineered board, power coated metal Color: Hazel + White Dimension: Length- Approx. 300 cm Width - Approx. 120 cm Height - Approx 75 cm</p>		1	unit	37,200.00	37,200.00	
5	<p>Steel Filing Cabinet,</p> <ul style="list-style-type: none"> - Features - 4 Layer Drawer w/ recessed handle - Gauge: 20 - Cental Locking Mechanism <p>Weight Capacity: 70-100 kg Material: Steel Metal Color: Beige or White Unit Dimension: Witdh - Approx. 90 cm Dimension - Approx. 45 cm Height - Approx. 133 cm</p>		2	units	20,000.00	40,000.00	
6	<p>Mobile pedestal 3 Layers,</p> <ul style="list-style-type: none"> - Features: - Metal Top - Central Locking System 		2	units	5,000.00	10,000.00	

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



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	<ul style="list-style-type: none"> - With Pen Tray - File Divider Material: Metal Color : Beige or White Dimension : Width - Approx. 40 cm Depth - Approx 56 cm Height - Approx 65 cm						
7	Visitor chair, <ul style="list-style-type: none"> - Features: - All Materials metal with Wood Color: White or Black Weight Capacity: 150 -200 kg Dimensions: Height floor to backrest: Approx. 86 cm Width Seat: 41 - 45 cm Depth: 45 cm - 55 cm		8	pcs	2,500.00	20,000.00	
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		182,200.00		
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**
- **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):

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