



## REQUEST FOR QUOTATION



Date: 22 April 2024  
RFQ No.: **R1 100-24-03-051**

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 AND EQUIPMENT – PASIG CITY MUSEUM** with an Approved Budget for the Contract (ABC) of **Php 134,173.63**, 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.

					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
<b>Supply and Delivery of Various Furniture and Office Equipment's FURNITURE AND FIXTURE EQUIPMENTS (LOT 1)</b>								
1	Executive Table		1	unit	14,587.67	14,587.67		
2	Executive chair		1	unit	7,822.33	7,822.33		
3	Office Table		2	unit	7,081.66	14,163.32		
4	Office Chair		4	units	4,018.33	16,073.32		
5	Lateral Filing Cabinet		1	unit	13,165.00	13,165.00		
6	Vertical Filing Cabinet		2	units	9,042.33	18,084.66		
7	Lounge Chair		1	set	23,195.00	23,195.00		
<b>TOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 107,091.30</b>			
		<b>IN WORDS</b>			<b>ONE HUNDRED SEVEN THOUSAND NINETY-ONE PESOS AND 30/100</b>			
<b>OFFICE EQUIPMENTS (LOT 2)</b>								
8	Portable Sound Systemm		1	set	11,964.00	11,964.00		
9	Industrial Fan		2	units	5,596.00	11,192.00		
10	Projector Screen, NOTE : See attached TOR.		1	unit	3,926.33	3,926.33		

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<b>TOTAL COST</b>	<b>IN FIGURES</b>	<b>PHP 27,082.33</b>		
	<b>IN WORDS</b>	<b>TWENTY-SEVEN THOUSAND EIGHTY-TWO PESOS AND 33/100</b>		
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.				
<b>NOTE:</b> Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.				
<b>PRICE OFFER:</b> Unit and Total Prices shall be rounded off up to <i>two</i> (2) decimal places.				
<b>VALIDITY OF OFFER:</b> Within ninety (90) calendar days from the date of opening of quotations.				
<b>DELIVERY TERM:</b> Within <b>SIXTY (60)</b> 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.*

### TERMS OF REFERENCE

Procurement for the Supply and Delivery of Various Furniture, Fixture, and Equipment

#### I. OBJECTIVE

The Pasig City Museum is a multidisciplinary center that promotes cultural, educational, research, and social development. It is a cultural institution that protects and reconstructs the city's rich cultural legacy, as well as disseminating scientific and technical knowledge through lectures, exhibitions, interviews, and research publications.

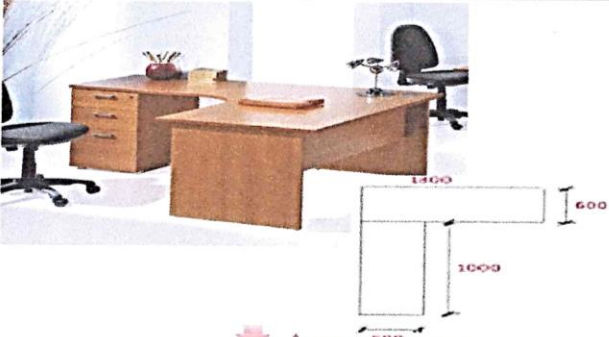
The Pasig City Museum is now in the process of renovation and intends to procure various furniture and fixtures as part of our preparation for the opening.

#### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) shall be a total of *TWO HUNDRED THOUSAND PESOS (Php 200,000.00)*, inclusive of VAT and all other applicable government taxes.

#### III. TECHNICAL SPECIFICATIONS

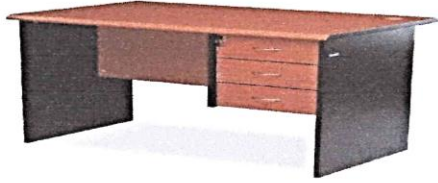


##### LOT I. Furniture and Fixture


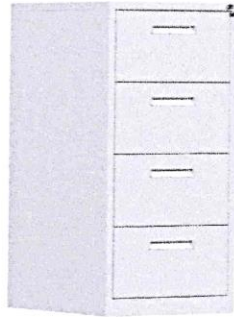

ITEM NO.	DESCRIPTION/SPECIFICATION	QTY.	UNIT	
1	<p style="text-align: center;"><b><u>EXECUTIVE TABLE</u></b></p> <p>Size: at least 1800mm (W) x 1600mm (D) x 750mm (H)</p> <p>Table should be in L- Shape with 3 side drawers, center table drawer lockable, material made of laminated wood, table top thickness: 25 to 30mm.</p>	1	pc	

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2	<p align="center"><b><u>OFFICE TABLE</u></b></p> <p>Size: at least 980mm (W) x 930mm x 750mm (H)</p> <p>3 side drawers, material made of laminated wood, table top thickness: 25 to 30mm.</p>	2	pcs	
3	<p align="center"><b><u>EXECUTIVE OFFICE CHAIR</u></b></p> <p>Size: at least 630mm (W) x 620mm (D) x 1190-1270mm (H)</p> <p>Upholstered seat and High-back, fixed PP armrest with padding, pneumatic seat height adjustment, tilting mechanism, with star chrome base and nylon caster</p> <p>Color: Black</p>	1	pc	
4	<p align="center"><b><u>OFFICE CHAIRS</u></b></p> <p>Size: at least 560mm (W) x 590mm (D) x 950mm (H)</p> <p>Mesh fabric upholstery, with arm rests, stainless steel leg base, adjustable seating height with swivel function and can be tilted</p> <p>Color: Black</p>	4	pcs	

5	<p align="center"><b><u>LATERAL FILING CABINET</u></b></p> <p>Size: at least 900mm (W) x 450mm (D) x 1030mm (H)</p> <p>Steel powder coated metal top, with central lock system and file divider, 4-layer drawer</p> <p>Color: White/Gray</p>	1	pc	
6	<p align="center"><b><u>VERTICAL FILING CABINET</u></b></p> <p>Size: at least 460mm (W) x 620mm (D) x 1340mm (H)</p> <p>Steel powder coated metal top, with central lock system and file divider, 4-layer drawer</p> <p>Color: White/Gray</p>	2	pcs	
7	<p align="center"><b><u>LOUNGE CHAIR - 1 SEATER</u></b></p> <p>Size: at least 660mm (L) x 400mm (W) x 980mm (H)</p> <p>Material made of wood, premium lacquer finish, loose seat cushion, loose back cushion, Fiber Filled Back Cushion, High Density Seat Cushion</p>	1	SET	


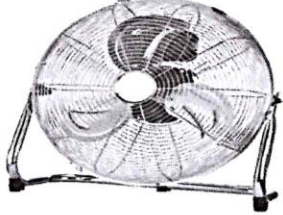

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**LOT II : Office Equipment**

8	<p><b><u>PORTABLE SOUND SYSTEM</u></b></p> <p>Size: at least 430mm (L) x 440mm (W) x 800mm (H)</p> <p>Min. 600 watts – Max. 800 watts, with at least 4 band equalizer and LCD Display, with FM Radio, Bluetooth, USB &amp; SD Port, With Aux / Line In and Out, with remote control, handle and wheels, with built-in rechargeable batteries, with 2 wireless microphone</p>	1	Set	
9	<p><b><u>INDUSTRIAL FAN</u></b></p> <p>Size: min. 16"</p> <p>3- fan speed control, floor fan, material made of metal frame, at least 60 watts</p>	2	units	
10	<p><b><u>PROJECTOR SCREEN</u></b></p> <p>Screen size: min. 1524mm (H) x 1828mm (W)</p> <p>Adjustable screen height with steel powdered coated metal stand</p> <p>Color: Matte white fabric with 1-inch black borders</p>	1	unit	

**IV. DELIVERY PERIOD**

The Supplier shall supply and deliver the abovementioned items within sixty (60) calendar days upon receive the NOTICE TO PROCEED (NTP).

**V. WARRANTY**




1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity
3. The Office Furniture and Fixtures must be covered by warranty on parts and services for a period of one (1) year.

**VI. TERMS OF PAYMENT**

Payment will be made based on the actual items delivered.

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**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:**

- 1. 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.
- 2. PhilGEPS Registration Number**
- 3. 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:
  - 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.
  - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4.** Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
- 5. 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), 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.

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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)

SGD

**ATTY. BEA THERESE P. VILLANUEVA**

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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