



REQUEST FOR QUOTATION

**Supply and Delivery of Laboratory Furniture and Workbenches
for the Commission on Higher Education – Philippine-California Advanced
Research Institutes (CHED-PCARI)
(APR No. 15-0224S)
AMP NO. 19-024-3 (SVP)**

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Lot	Item	Quantity	Item/Description	APPROVED BUDGET FOR THE CONTRACT
1	Supply and Delivery of Laboratory Furniture			₱ 136,000.00
	1	12 units	Laboratory Chairs	
	2	2 units	Steel Cabinets	
	3	2 units	Computer Tables	
	4	1 unit	Mobile Reversible Magnetic Whiteboard	
2	Supply and Delivery of Laboratory Workbenches			₱ 177,800.00
	1	3 units	Laboratory Workbenches	
	2	2 units	Laboratory Work Tables	
	3	12 units	Laboratory Stool Seats	

** The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later than **November 11, 2019; 11:00 AM.**

- Copy of this Invitation;
- PhilGEPS Registration Number;
- Brochure or Technical Data Sheet;

- Annual Income Tax Return CY 2018 or Latest Business Tax Return (filed for the last six (6) months from deadline of submission of bids); and
- Omnibus Sworn Statement ("Annex B")

Quotation shall be submitted at the address indicated below:

Bid Box of Procurement Division III
 2nd Floor, PS Complex
 Procurement Service-PhilGEPS
 Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case a supplier intends to submit quotations for several Request for Quotations, wherein the deadline of submission and opening of quotations are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The **Price Quotation Forms ("Annex A")**, however, should be submitted in separate envelopes. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Quotations and other documents required may be sent electronically to pd3@ps-philgeps.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.

SGD
ENGR. EDWARD R. SADDI
 Chairperson
 Bids and Awards Committee III

N.B.: Suppliers directly and not directly invited may participate. For all interested prospective bidders, the duly accomplished Quotation ("Annex A") shall be submitted on or before the deadline for submission of quotation or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:

1. Mayor's Permit for 2019;
2. PhilGEPS Registration Number;
3. Brochure or Technical Data Sheet;
4. Annual Income Tax Return CY 2018 or Latest Business Tax Return (filed for the last six (6) months from deadline of submission of bids); and
5. Omnibus Sworn Statement ("Annex B")

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents except no. 3, 4 and 5

Note: Please indicate statement of compliance of the Technical Specifications Form by clearly indicating "Comply".

SCHEDULE OF REQUIREMENTS

Lot	Item	Quantity	Item/Description	Delivery Period
1	Supply and Delivery of Laboratory Furniture			Within Thirty (30) calendar days from the receipt date indicated in the Purchase Order (P.O.)
	1	12 units	Laboratory Chairs	
	2	2 units	Steel Cabinets	
	3	2 units	Computer Tables	
	4	1 unit	Mobile Reversible Magnetic Whiteboard	
2	Supply and Delivery of Laboratory Workbenches			Within Thirty (30) calendar days from the receipt date indicated in the Purchase Order (P.O.)
	1	3 units	Laboratory Workbenches	
	2	2 units	Laboratory Work Tables	
	3	12 units	Laboratory Stool Seats	

Project/Delivery Site:

Electrical and Electronics Engineering Institute
 EEEI Building, Velasquez St.
 UP Diliman Campus, Quezon City

Contact person: ANA FE ADVINCULA


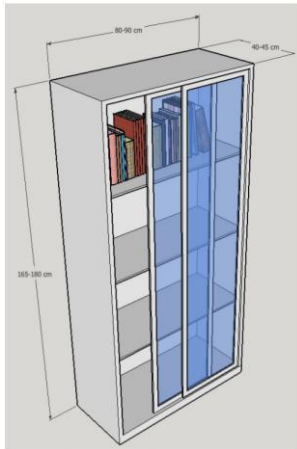
ana.fe.advincula@eee.upd.edu.ph
 Tel. No. (02) 981-8500 loc. 3383 | (02) 927-2957



I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company	Signature over Printed Name of Authorized Representative	Date
-----------------	--	------

TECHNICAL SPECIFICATIONS

Lot No. : 1
Item/Description : Laboratory Furniture
Quantity : 1 Lot

Item No.	Qty.	Items and Specifications	Image	Bidder's Statement of Compliance
1	12 units	<p>LABORATORY CHAIRS</p> <ul style="list-style-type: none"> • Description : Mid straight back chair with armrest, gas lift, seat height adjustment, back tilt mechanism • Materials Finish: black mesh backrest, black leatherette or black fabric upholstered with caster wheels. • Warranty: 1 year 		Brand/Model:
2	2 units	<p>STEEL CABINETS</p> <ul style="list-style-type: none"> • Description: 1 bay, 4 layers open shelf cabinet or with glass door • Dimension: <ul style="list-style-type: none"> - Width: 80cm to 90cm - Depth: 40cm to 45cm - Height: 165cm to 180cm • Color/Texture: light gray plain finish • Shelf Feature: Adjustable shelves with mechanical lock • Gauge: at least 21 gauge • Warranty: 1 year 		Brand/Model:
3	2 units	<p>COMPUTER TABLES</p> <ul style="list-style-type: none"> • Description: Rectangular tables with pull-out keyboard tray and fixed CPU rack • Dimension: <ul style="list-style-type: none"> - Length: 120cm to 130cm 		Brand/Model:


		<ul style="list-style-type: none"> - Width: 60cm to 75cm - Height: 74cm to 77cm • Top Thickness: at least 2.5cm • Top Finish: Plain Chipboard/MFC with PVC edging and 6cm grommet holes or better • Leg Materials and Finish: steel tube metal frame in powder coated finish with lockable caster wheels • Color: wood finish • Warranty: 1 year 		
4	1 unit	<p>MOBILE REVERSIBLE MAGNETIC WHITEBOARD</p> <ul style="list-style-type: none"> • Description: Double-sided reversible magnetic whiteboard with lock • Board Material/Finish: at least 18mm plywood in glossy white laminate finish, board should be swing type with lock • Frame and Leg Material: aluminium frame and aluminium angles or better • Dimension: <ul style="list-style-type: none"> - Width: 71-73 inches - Depth: 22-24 inches - Height: 68-70 inches • Others: with lockable caster wheels • Warranty: 1 year 		Brand/Model:



I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company Signature over Printed Name of
Authorized Representative Date

TECHNICAL SPECIFICATIONS

Lot No. : 2
Item/Description : **Laboratory Workbenches**
Quantity : **1 Lot**

Item No.	Qty.	Items and Specifications	Image	Bidder's Statement of Compliance
1	3 units	<p>LAB WORK BENCHES</p> <ul style="list-style-type: none"> • Description : Heavy Duty Rectangular Tables with 2-layer top shelves • Main Table Dimension: <ul style="list-style-type: none"> - Length: 120cm to 150cm - Width: 65cm to 75cm - Height: 74cm to 77cm • First-Layer Shelf Dimension: <ul style="list-style-type: none"> - Length: 120cm to 150cm - Width: 30cm to 40cm - Height from Main Table: 45cm to 50cm • Second-Layer Shelf Dimension: <ul style="list-style-type: none"> - Length: 120cm to 150cm - Width: 30cm to 40cm - Height from Main Table: 75cm to 85cm • With provision to at least 4 power outlets (3 pin gang) below the first shelf with at least 1 meter power cable ready for connection to wall outlet • Table and Top Shelves Thickness: at least 3cm • Table and Top Shelves Finish: MFC finish w/ at least 6cm grommet holes • Leg Materials and Finish: steel metal frame in powder coated finish • Accessories: 		Brand/Model:

		<ul style="list-style-type: none"> - With 4 heavy-duty lockable caster wheels - With at least 1 cabinet/drawer • Capacity: at least 800 lbs • Color: wood finish • Warranty: 1 year 		
2	2 units	<p>LAB WORK TABLES</p> <ul style="list-style-type: none"> • Description : Heavy Duty Rectangular Tables • Table Top Dimension: <ul style="list-style-type: none"> - Length: 175cm to 185cm - Width: 85cm to 95cm - Height: 85cm to 95cm • Table Top Thickness : at least 5 cm • Table top material : Wood block • Table top finish: Wood varnish finish • Color : natural wood finish • Leg Materials and Finish : square steel tube, steel powder coated finish with heavy duty caster wheels • Capacity: should be sturdy and can load at least 1100lbs • Warranty: 1 year 	 <p>LAB WORK TABLE</p>	Brand/Model:
3	12 units	<p>LABORATORY STOOL SEATS</p> <ul style="list-style-type: none"> • Description : circular stool • Stool Top Diameter : 28cm to 32cm • Stool Top Thickness : at least 5 cm • Stool Height : 50cm to 60cm • Stool Top Material : should be solid wood • Stool Top Finish : Wood varnish finish • Base Frame Materials/finish: steel tube , steel powder coated finish, black • Color : wood finish same as 		Brand/Model:

		worktable		
		<ul style="list-style-type: none"> Warranty: 1 year 		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature over Printed Name of Authorized Representative	Date
-----------------	---	------

Price Quotation Form

Date: _____
AMP No. 19-024-3 (SVP)

*The Chairperson, Bids and Awards Committee III
 Procurement Service
 PS Complex, Cristobal Street
 Paco, Manila*

Gentlemen and/or Ladies:

Having examined the Request for Quotation No. _____, **which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Deliver Laboratory Furniture and Laboratory Workbenches for the Commission on Higher Education - PCARI** in conformity with the said Request for Quotation for the sums stated hereunder:

LOT	ITEM	QTY / UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Supply and Delivery of Laboratory Furniture				
	1	12 units	Laboratory Chairs		
	2	2 units	Steel Cabinets		
	3	2 units	Computer Tables		
	4	1 unit	Mobile Reversible Magnetic Whiteboard		
TOTAL LOT BID PRICE:					
2	Supply and Delivery of Laboratory Workbenches				
	1	3 units	Laboratory Workbenches		
	2	2 units	Laboratory Work Tables		
	3	12 units	Laboratory Stool Seats		

TOTAL LOT BID PRICE:	
-----------------------------	--

TOTAL LOT BID PRICE IN WORDS:

Lot 1: _____

Lot 2: _____

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this [Date]

(signature)

[Name of Authorized Representative]

[Capacity]

Duly authorized to sign Quotation for and on behalf of:

[Name of Company]

[Address]

[Official Contact Number]

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any

person or official, personnel or representative of the government in relation to any procurement project or activity; and

10. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone _____
No/s.: _____
Fax No/s.: _____
E-mail Add/s.: _____
Mobile No.: _____

It is understood that notices/s transmitted in **any of the** above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ .

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.