



REQUEST FOR QUOTATION

SUPPLY, DELIVERY, AND INSTALLATION OF OFFICE TABLES, OFFICE WORKSTATION PARTITIONS, CHAIRS, AND MOBILE PEDESTAL FOR THE PROCUREMENT SERVICE- DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

AMP-011-21 (SVP)

Sir/Madam:

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

Accomplish and submit all forms attached (Annex A, B, and C).

LOT NO.	QTY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	7 pcs	Office Table	P 49,000.00
2	7 pcs	Executive Chair	P 47,600.00
3	24 pcs	Mobile Pedestal	P 93,696.00
4	17 pcs	Office Workstation Partition	P 255,255.00
5	17 pcs	Midback Chair	P 57,613.00
TOTAL:			P 503,164.00

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **August 02, 2021; 10:00 AM** at the address indicated below:

Mr. Jerome Jerold A. Catapang
Secretariat, Internal BAC
General Services Division
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, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals 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 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.

Proposals and other documents required may be sent electronically to internal-bacsec@ps-philgeps.gov.ph/jcatapanq@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.


SIGNATURE REDACTED
JOSEPH CONRAD D. DUEÑAS
 Chairperson, iBAC 1

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, and C) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, or upon notice by the iBAC1:

1. Mayor's Permit for the year 2021;
2. PhilGEPS Registration Number;
3. Omnibus Sworn Statement (Annex "D") for Lot Nos. 3, 4, and 5; and
4. Brochure or Technical Data Sheet, if applicable.

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents 1 and 2.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

Lot No.	Mayor's Permit	PhilGEPS Registration Number	Omnibus Sworn Statement	Brochure or Technical Data Sheet
Lot 1	✓	✓		✓
Lot 2	✓	✓		✓
Lot 3	✓	✓	✓	✓
Lot 4	✓	✓	✓	✓
Lot 5	✓	✓	✓	✓

Kindly supply the following information for purposes of evaluation:

Requirement	Control Number	Other Necessary Details
1. Mayor's Permit for the Year 2021	Permit No:	Expiration Date:
2. PhilGEPS Registration <i>Please check the type of registration:</i> <input type="checkbox"/> Red Registration <input type="checkbox"/> Platinum Registration	Registration No:	Expiration of Platinum Membership :
3. Accomplished Omnibus Sworn Statement (Attached) for Lot Nos. 3, 4, and 5	Name of Authorized Representative:	Attached Form of Authorization: <input type="checkbox"/> For Corporations or Joint Ventures <i>Secretary's Certificate or Board Resolution</i> <input type="checkbox"/> For Sole Proprietorship: <i>Special Power of Attorney</i> <input type="checkbox"/> For Partnership: <i>Partnership Resolution</i>

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee 1
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Sir/Ma'am:

Having examined the **Request for Quotation No. AMP-011-21 (SVP)**, the receipt of which is hereby duly acknowledged, the undersigned offers the **SUPPLY, DELIVERY AND INSTALLATION OF OFFICE TABLES, OFFICE WORKSTATION PARTITIONS, CHAIRS, AND MOBILE PEDESTAL FOR PS-DBM.**

In conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	7 pcs	Office Table		
2	7 pcs	Executive Chair		
3	24 pcs	Mobile Pedestal		
4	17 pcs	Office Workstation Partition		
5	17 pcs	Midback Chair		
TOTAL BID PRICE:				

TOTAL PRICE IN WORDS:

Lot 1: _____

Lot 2: _____

Lot 3: _____

Lot 4: _____

Lot 5: _____

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, 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 Proposal you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contact No.



SCHEDULE OF REQUIREMENTS

LOT NO.	QTY	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	7	pcs	Office Table	Within thirty (30) calendar days from receipt of the Notice to Proceed.
2	7	pcs	Executive Chair	
3	24	pcs	Mobile Pedestal	
4	17	pcs	Office Workstation Partition	
5	17	pcs	Midback Chair	

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

**Signature Over Printed
Name of the Authorized
Representative**

Date



TECHNICAL REQUIREMENTS

LOT NO. 1 : **Office Table**
QTY : **7 pieces**
APPROVED BUDGET FOR THE CONTRACT : **P 49,000.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Office Table; Brand New; complies with the following:	Brand and model, if applicable:
- <i>Free standing table, 25mm thick, laminated table top</i>	
- <i>Size: L=140cm, W=60cm, H=75cm Changes in the measurements shall only be acceptable if the same are within reasonable margins of tolerance as determined by the End-user at the time of delivery.</i>	
- <i>Powder coated steel legs</i>	
- <i>Color: Cherry walnut</i>	
- <i>Warranty Certificate: at least one (1) year from acceptance</i>	

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



LOT NO. 2 : **Executive Chair**

QTY : **7 pieces**

APPROVED BUDGET FOR THE CONTRACT : **P 47,600.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Executive Chair; Brand New; complies with the following:	Brand and model, if applicable:
- <i>High back chair with armrest</i>	
- <i>Chrome finished starbase with castor wheels</i>	
- <i>Adjustable gaslift, backtilt</i>	
- <i>Leatherette finish</i>	
- <i>Color: Black</i>	
- <i>Warranty Certificate: at least one (1) year from acceptance</i>	

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



LOT NO. 3 : **Mobile Pedestal**

QTY : **24 pieces**

APPROVED BUDGET FOR THE CONTRACT : **P 93,696.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Mobile Pedestal; Brand New; complies with the following:	Brand and model, if applicable:
- <i>Three drawer with centralized lock and castor wheels</i>	
- <i>PVC top, steel body, powder coated finish, gauge 20</i>	
- <i>with file dividers and duplicate keys</i>	
- <i>Color: Gray</i>	
- <i>Dimension: 40W x 55D x 65H cm</i> <i>Changes in the measurements shall only be acceptable if the same are within reasonable margins of tolerance as determined by the End-user at the time of delivery.</i>	
- <i>Warranty Certificate: at least one (1) year from acceptance</i>	

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



LOT NO. 4 : **Office Workstation Partition**

QTY : **17 pieces**

APPROVED BUDGET FOR THE CONTRACT : **P 255,255.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Office Workstation Partition; Brand New; complies with the following:	Brand and model, if applicable:
- <i>Table top thickness and finish: 25mm thick MFC Laminated</i>	
- <i>Partition aluminum trims in 45mm thick</i>	
- <i>Powder coated finish, metal brackets, and adjustable feet leveler</i>	
- <i>1200mm L x 1200mm H</i> <i>Changes in the measurements shall only be acceptable if the same are within reasonable margins of tolerance as determined by the End-user at the time of delivery.</i>	
- <i>Color: Cherry walnut</i>	
- <i>Warranty Certificate: at least one (1) year from acceptance</i>	

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



LOT NO. 5 : **Midback Chair**

QTY : **17 pieces**

APPROVED BUDGET FOR THE CONTRACT : **P 57,613.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Midback Chair; Brand New; complies with the following:	Brand and model, if applicable:
- <i>Midback chair with armrest</i>	
- <i>Adjustable gaslift, backtilt</i>	
- <i>Chrome starbase with castor wheels</i>	
- <i>Fabric or leatherette</i>	
- <i>Color: Black</i>	
- <i>Warranty Certificate: at least one (1) year from acceptance</i>	

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



Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 other]:*

[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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code;
11. *[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 email 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 the 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 known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

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 _____

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"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.