



## REQUEST FOR QUOTATION

Date : September 19, 2022  
 Purchase Quotation No.: 259-2022

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

  
**ALVIN P. DIAZ, Director IV**  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	Lot	<b>Furniture and Fixtures</b>	199,000.00	<b>199,000.00</b>
2	pcs	<b>Round Coffee Table</b> <i>Specification:</i> Round Center/coffee table w/faux marble tabletop and Metal legs in powder and coated finish.  Tabletop material must be fire resistant and machine laminated to 1/2" thick solid wood with machine pressure attached sidings in same color and texture.  Size: 500 mm (D) x 450 mm (H)	13,000.00	
1	pc	<b>3 - Seater Sofa</b> <i>Specification:</i> Tufted linen plus cotton fabric on high density foam - stain resistant fabric finish. Solid wooden base and legs. Wooden material with finish subject for anti-termite treatment, wood stain and clear protective coating application. Has 2 pieces 400mm x 400mm high density foam in cotton fabric throw pillows.  Size: 1940 mm (D) x 770 mm Depth x 830 mm (H)	35,000.00	
3	pcs	<b>Lateral Cabinet</b> <i>Specification:</i> Three - Drawer Lateral Cabinet made of heavy duty steel and with full-extension drawers on ball bearing suspension. Each drawer has an individual lock. Powder coat finish and scratch resistant. Adjustable File rods for letter and legal filing. Has levelling glides at all corners to provide stability. Weight Capacity: more or less 126 lbs per drawer  Size: 900 mm (L) x 450 mm (W) x 1060 mm (H)	20,000.00	
4	pcs	<b>Executive Visitor's Chair</b> <i>Specification:</i> High- Back Chair, PU Leather back rest . Round wooden legs in wenge finish. Size: 550 mm (L) x 600mm (W) x 850 mm (H)	10,000.00	

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within \_\_\_\_\_ calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to \_\_\_\_\_

Canvassed by: \_\_\_\_\_

Supplier : \_\_\_\_\_  
 By : \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 TIN No. : \_\_\_\_\_



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QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	pc	<b>Bookshelf</b> <i>Specification:</i> Dimension - 140 cm (L) x 40 cm (W) x 220 cm (H) 7 Shelves: 5 upper shelves @ 30cm (H) while 2 lower shelves @ 35 cm (H) each. 18mm thick marine plywood hpl finish with 1mm thick machine press edgeband with center stiffener for added support	35,000.00	
1	pc	<b>Metal Coat Rack</b> <i>Specification:</i> 174cm hanger rack clothes, metal coat rack with 7 hooks coat racks stand entry way organizer Color: gold Material: metal Weight: 2 kg Product Size: W*H - 174 * 43.5 c  <b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number  <b>Additional required document (to be submitted by the winning bidder before issuance of Purchase Order):</b> 3. Duly notarized Omnibus Sworn Statement (OSS) <b>(For LAO Use)</b>	3,000.00	
				<b>199,000.00</b>

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## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to