



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

**Project** : OFFICE FURNITURE **Date** : 05 NOVEMBER 2019  
**PR No.** : 2019-10-1193 **Quotation No.** : 2019-11-0329  
**Approved Budget for the Contract** : NINETY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY-SIX PESOS (P 98,886.00) **Procurement Method** : SMALL VALUE PROCUREMENT

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **08 November 2019 at 08:00 A.M.** at New Executive Bldg., JP Laurel St., San Miguel Manila or email to **psu.pcoo@gmail.com**.

**General Conditions:**

1. Delivery period within 7 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **inclusive of all costs and applicable taxes.**
5. The supplier awarded with the contract shall submit the following updated documents **prior to payment:**

- ☒ Mayor's / Business Permit
- ☒ PhilGEPS Registration Number
- ☒ BIR FORM 2303
- ☒ Omnibus Sworn Statement

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
	<b>OFFICE FURNITURE</b>				
1.	<b>EXECUTIVE CHAIR</b> <ul style="list-style-type: none"><li>• High black chair</li><li>• Color: Black</li><li>• Adjustable backrest and height</li></ul>				
2.	<b>CLERICAL CHAIR</b> <ul style="list-style-type: none"><li>• With armrest</li><li>• Adjustable gas lift</li><li>• Mesh black back and fabric seat</li></ul>				
3.	<b>STEEL FILLING CABINET</b> <ul style="list-style-type: none"><li>• Vertical Steel</li><li>• 4 Layers/Drawers</li><li>• Gray</li><li>• Dimension: L-460 x W620 x H1385 mm</li></ul>				
4.	<b>STEEL FILLING CABINET</b> <ul style="list-style-type: none"><li>• Lateral, Metal, powder-coated light gray finish</li><li>• 3 Layers/Drawers</li><li>• Light Gray</li><li>• Dimension: L-900 x D450 x H1065 mm</li></ul>				
5.	<b>MOBILE PEDESTAL/DRAWER</b> <ul style="list-style-type: none"><li>• Metal</li><li>• 3 Layers/Drawers</li><li>• Gray</li><li>• Dimension: W400 x D530 x H600 mm</li></ul>				
	<b>TOTAL AMOUNT</b>				<b>P</b> _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date