



Request for Quotation (RFQ)

Date: March 17, 2021

Quotation No. RFQ2022-03-011 GAA

REQUISITIONING OFFICE/END USER	CHED-LEB
APPROVED BUDGET FOR THE CONTRACT (ABC)	Nine Hundred Ten Thousand Pesos (P910,000.00)
FUNDING SOURCE	GAA FUNDED
COMPANY NAME: ADDRESS: TEL NO. / FAX NO: CONTACT PERSON:	
<p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your SEALED quotation duly signed by your representative not later than March, 25, 2022 at 12:00 PM at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no: 8441-1171/8441-8910.</p>	

TERMS AND CONDITIONS:

1. All Entries must be typewritten or legibly written.
2. Provide or fill in all information required in this form.
3. **For Column D**, please indicate **“Comply”** or **“Not Comply”** for **every numbered item under technical specifications**.
4. Delivery Period within **14 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
5. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
6. Price validity shall be for a period of sixty (60) calendar days.
7. The mode of payment is through send bill arrangement.
8. Prices should be inclusive of VAT and other government taxes.
9. Supplier must have a Bank Account for the payment.
10. **Supplier shall submit together with the RFQ the following:**
 - 6.1 **PhilGEPS Registration No./Organization No.**
 - 6.2 **Mayor’s/Business Permit (Complete Set)**
 - 6.3 **Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020)**
 - 6.4 **Income/Business Tax Returns (2020) duly acknowledged/machine validated by Bureau of Internal Revenue (BIR)**

A	B	C	D	E	F
Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State “Comply” or “Not Comply”)	UNIT PRICE	TOTAL AMOUNT
Lot	Supply and delivery of various Office Furnitures for the Legal Education Board				

	Technical Specifications:				
	1. Place of delivery: G/F, Philippine Red Cross Building, C.P. Garcia Avenue, UP Diliman, Quezon City				
	2. Executive Table				
	Qty: Three (3)				
	Measurements:				
	Table Top: Bullnose, 3cm thick, Light Gray				
	Metal Legs: Powder Coated, Light Gray, Beige with 3 Drawer Mobile Pedestal				
	Main Table: W120cm x D70cm x H75 cm				
	3. Table for Consultation Area				
	Qty: One (1)				
	Measurements:				
	Size: W120cm x D60cm x H75cm				
	Color: Light Gray Wood Top/Powder coated				
	Steel Black Legs				
	4. Table for Consultation Area				
	Qty: Two (2)				
	Measurements				
	Size: W160 cm x D60cm x H75cm				
	Color: Light Gray Wood Top/Powder coated				
	Steel Black Legs				
	5. Commissioner's Table				
	Qty: One (1)				
	Measurements:				
	Size: W180cm x D80cm x H75cm				
	5cm Thick laminated board table top with mobile pedestal and side table				
	6. Center Table				
	Qty: One (1)				
	Measurements:				
	Oval Shape: 70*40cm				
	6mm tempered smoke glass				
	Color: Silver crisscross metal legs				

	7. Chairs for Staff and Reception Area				
	Qty: Twenty six (26)				
	Midback Mesh Chair				
	Spacious Seatrest				
	Heavy Duty Mesh w/ full Back Support				
	Wide Chrome Starbase				
	8. Chairs for Chief Legal, Executive Officer, Board Sec., Chief Regulatory Reinforcement, Chief Student Services				
	Qty: Three (3)				
	Executive Mesh Chair				
	With Adjustable & Pivot Headrest				
	Spacious Seatrest				
	Heavy Duty Mesh w/ Lumbar Support				
	Wide Chrome Starbase				
	9. Visitor Chair for Consultation Area				
	Qty: Four (4)				
	Cantelever legged visitor's Chair				
	Thick Cushion				
	Heavy Duty Metal Legs				
	10. Gang Chair				
	Qty: Three (3)				
	3 seater				
	Color; Gray				
	Size: W168 x D43 x H80cm				
	11. Gang Chair				
	Qty: One (1)				
	5 Seater				
	Color: Gray				
	Size: W225 x D43 x H80cm				

	12. Reception Counter				
	Qty: One (1)				
	Measurements:				
	Laminated Board				
	Size: W250cm x D60cm x H110cm				
	Color: Beige with dark brown lining				
	13. Conference Table				
	Qty: One (1)				
	Measurements:				
	Laminated Board				
	Re-arrangeable tables				
	Size: W620cm x D60cm x H75cm				
	Color: Maple				
	14. Chairs for Conference Area				
	Qty: Nineteen (19)				
	Clerical Mesh Chair				
	Spacious Seatrest				
	Heavy Duty mesh				
	With Full back support				
	Wide Chrome Starbase				
	15. Sofa for waiting area				
	Qty: Two (2)				
	3 seater leatherette				
	Color: Silver				
	Round Metal legs				
	Frame in Thick Cushion				
	16. Mobile Pedestal				
	Qty: Twenty Four (24)				
	3 Layer drawer				
	Front Caster With Lock				
	Color: Beige or Light Grey				

	17. Dining Table for Pantry Area				
	Qty: Two (2)				
	6 seater w/ chairs				
	Glass top				
	18. Heavy Duty Steel Racks				
	Qty: Five (5)				
	Adjustable 5 Layer Metal Shelves				
	Measurements: W90cm x D45cm x H183cm				
	Boltless				
	Hammertone Finish				
	1mm thickness				
	Up to 150kg per layer				
	19. Heavy Duty Wooden Racks				
	Qty: Three (3)				
	5 Layer Wooden Shelves				
	Measurements: W90cm x D45cm x 183cm				
	Laminate Finish				
	18mm thickness board				
	Up to 150kg per layer				
	20. Heavy Duty wooden Racks				
	Qty: One (1)				
	Adjustable 5 layer wooden shelves				
	Laminate finish				
	With Swing Door				
	18mm thickness board				
	Up to 150kg per layer				

	Measurements: W90cm x D45cm x H183cm				
	21. Heavy High Back Executive Chair				
	Qty: Five (5)				
	With tilting mechanism				
	Up to 200kg body weight capacity				
	Aluminum starbase				
	Ergonomic chair				
	360 degree swivel chair				
	22. Filing Cabinet				
	Qty: Five (5)				
	1 hanging bar in per drawer				
	Central Lock with keys				
	With Anti-tilt mechanism				
	3 sections slide rails				
	Electrostatic powder coated				
	Gauge 2				
	Provide brochures for the items being offered				
	PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)				
	Mode of Payment: Send Bill				

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After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

Signature over Printed Name / Date

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. **RFQ2022-03-011 GAA**

Reference No.

Published Date: **March 17, 2022**

Closing Date: **March 25, 2022 – 12:00 PM**