# REQUEST FOR QUOTATION

Title of Item to be procured : **Supply and Delivery of Four (4) Pieces Lateral Filing Cabinet**

Approved Budget for the Contract : **Php60,000.00**

**Date: February 05, 2024**
**RFQ No.: 2024-02-0006**

***Company / Business Name :*** _____

***Address:*** _____

***Business/Mayor's Permit No.:*** _____ ***City/Municipality:*** _____

***TIN# :*** _____

***PhilGEPS Registration Number (required):*** _____

The **Philippine Center for Economic Development (PCED),** through its Bids and Award Committee (BAC), intends to procure Lateral Filing Cabinet for the project **Supply and Delivery of Four (4) Pieces Lateral Filing Cabinet** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

**Dr. Laarni C. Escresa-Guillermo**
*Vice-Chairperson, Bids and Award Committee*
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email:bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).

Submit your quotation/s duly signed by you or your authorized representative **not later than 09 February 2024 at 08:00AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

| Document |
|---|
| **1. Mayor's / Business Permit** |
| **2. Philgeps Registration** |
| **3. Notarized Omnibus Sworn Statement** |

***1. In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.***
***2. Submission of ALL pages of this Request for Quotation is REQUIRED.***

For any clarification, you may contact us at telephone no. or email address provided.

**GERLIE P. PALOMA**
*Head, Bids and Awards Committee Secretariat*

**INSTRUCTIONS:**

*Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:*

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations **MUST** be submitted **IN PERSON or VIA COURIER** addressed to:

   **Dr. Laarni C. Escresa-Guillermo**
   *Vice-Chairperson, Bids and Award Committee - PCED*
   UPSEAA Room Library Building, UP School of Economics Diliman, Quezon City 1101

4. Quotations, including documentary requirements, received after the deadline shall not be accepted.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

| **Supply and Delivery of Four (4) Pieces Lateral Filing Cabinet** | | | | |
|---|---|---|---|---|
| **Description** | **Quantity** | **Bidder's Statement of Compliance (comply/not comply on all bullet items)** | **Unit Cost** | **Total Cost** |
| Lateral Filing Cabinet | 4 pieces | | | |
| **1. Minimum Specifications** | **Bidder's Statement of Compliance (Comply/Not Comply)** | | | |
| - Three (3) Drawer<br>- Gauge #22<br>- Double Railing<br>- Either White or Light Gray in color<br>- At least 39" H x 33" H x 18" D | | | | |
| **2. Warranty Period** | **Bidder's Statement of Compliance (Comply/Not Comply)** | | | |
| At least Six (6) Months | | | | |
| **3. Additional Requirements** | **Bidder's Statement of Compliance (Comply/Not Comply)** | | | |
| Provide brochure for product being offered | | | | |
| **4. Delivery Period** | **Bidder's Statement of Compliance (Comply/Not Comply)** | | | |
| At least one (1) week after Conforme of PO and NTP | | | | |
| **5. Place of Delivery** | **Bidder's Statement of Compliance (comply/not comply)** | | | |
| Encarnacion Hall<br>UP School of Economics Building<br>Osmeña corner Guerrero Sts.<br>UP Diliman Quezon City | | | | |
| **6. Terms of Payment:** | **Bidder's Statement of Compliance (comply/not comply)** | | | |
| Thru check payment, upon receipt of Delivery receipt and Sales Invoice | | | | |
| **------nothing follows--------** | | | | |
| ***The above quoted prices are inclusive of all costs and applicable taxes.*** | | | | |

**FINANCIAL OFFER:**

| **Supply and Delivery of Four (4) Pieces Lateral Filing Cabinet** | |
|---|---|
| **Approved Budget for the Contract:**<br>**Php60,000.00**<br>(SIXTY THOUSAND PESOS & 00/100) | **Total Offered Quotation:** *(Inclusive of all taxes and incidental expenses)*<br>**In Words:** |
| **Company/Business Name:** | **In Figures:** |

**Signature over Printed Name**

**Position/Designation**

**Office Telephone/Fax/Mobile Nos.**

**Email address/es**