



Republic of the Philippines
Province of Pampanga
Bids and Awards Committee
Provincial Capitol, City of San Fernando, (P) / (045) 435-5901


MAY 27 2024

RFQ No. 240515
P.R. No. / Date / End User / Purpose:
(24-3015 5/5/2024 Governor's Office Furniture & Fixtures for use of Governor's Office Immediate Staff)

REQUEST FOR QUOTATION
Small Value Procurement

Company Name: _____
Address: _____
Tel. No.: _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **9:00 a.m. MAY 31 2024**

APPROVED BUDGET FOR THE CONTRACT (ABC): PhP 302,000.00	 FRANCIS V. MASLOG VICE-CHAIRPERSON Bids and Awards Committee
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TERMS AND CONDITIONS

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	1	unit	Executive Table with Side Drawer -made of medium density fiberboard -melamine finish -combi-lock drawers -with open shelves -with grommet hole Dimensions: Table: approx 180cm x 80cm x 76cm Side Drawer: approx 80cm x 40cm x 76cm		
2	1	unit	Executive Chair -high back mesh -chrome plated star base -adjustable headrest and armrest -lumbar support -color: black Dimension: approx 66cm x 59cm x 121cm		

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Item No.	Qty	Unit	Item Description	Unit Price	Total Price
3	10	unit	Staff Table -made of powder coated metal -3 drawers with safety lock -1 pull out center drawer Dimension: approx 120cm x 60cm x 76cm		
4	10	units	High Back Chair -leatherette -chrome plated star base -360 degree swivel -color: black Dimensions: approx 52cm x 54cm x 107cm		
			<p>TERMS OF REFERENCE:</p> <ol style="list-style-type: none"> 1. Brochure or picture of the items being offered must be attached together with the quotation. 2. With service facility in the locality for after sales service. 3. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the item/s being offered. <p>AFTER SALES SERVICE:</p> <ol style="list-style-type: none"> 1. Six (6) months warranty on manufacturing defects. 2. Replacement of defective items within 24 hours upon notification by the end-user. <p>SCHEDULE OF REQUIREMENTS:</p> <p>Delivery within ten (10) days upon receipt of PO/NOA</p>		
Total Lot Price					

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/dellver the item/s as noted above.

Supplier's authorized representative signature over printed name

Designation: _____

Contact No.: _____

Email Address.: _____

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