



Republic of the Philippines  
Province of Pampanga

**Bids and Awards Committee**

Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

AUG 22 2024

RFQ No. **240818**

P.R. No. / Date / End User / Purpose:

(24-4284 8/14/2024 OFFICE OF THE PROVINCIAL WARDEN For Admin office and Records office use.)

**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 **4:00 p.m. AUG 27: 2024**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
**PhP 300,100.00**

**FRANCIS V. MASLOG**  
VICE-CHAIRPERSON  
Bids and Awards Committee

**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	13	units	Office Table TABLE TOP - LAYER/S DRAWER's WITH SAFETY LOCK (3LAYER) POWDER- COATED METAL STAND DIMENSION: APPROX. L120CM x W60CM x H76CM		

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
2	1	UNITS	EXECUTIVE TABLE 25MM Thickness melamine counter-top 15mm thickness melamine front panel metal framing in painting with 800mm x 400mm melamine extension table with mobile pedestal DIMENSION: APPROX. L180cm x W80cm x H75cm		
3	13	UNITS	MID-BACKOFFICE CHAIR 360degree swivel tilting mechanism chrome plated star-base adjustable height with lumbar protection DIMENSION: APPROX. L57cm x W52cm x H107cm  TERMS OF REFERENCE 1. Printed document/material with the brand or model & specification of the item/s being offered must be attached together with quotation. 2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by prospective suppliers.  AFTER SALES SERVICE 1 Six (6) months warranty on parts. 2. Replacement of defective items within 24hours upon the notification by the end user.  SCHEDULE OF REQUIREMENTS 1. Delivery within 10 days upon the receipt of PO/NOA.		
<b>Total Lot Price</b>					

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

**THE BIDS AWARDS COMMITTEE:**

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

\_\_\_\_\_  
Supplier's authorized representative signature over  
printed name  
Designation: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Email Address.: \_\_\_\_\_

\_\_\_\_\_  
BAC CANVASSER

Jaq