



HUMAN SETTLEMENTS ADJUDICATION COMMISSION

Regional Adjudication Branch 13

2nd & 3rd Floor Arellano Real Estate Lessor Bldg., Purok 2, Doongan, Butuan City

REQUEST FOR QUOTATION

Date:

RFQ No.: RFQ-RAB13-20-001

*Name of Company:

*Address:

*Business Permit No.:

*Tax Identification Number (TIN):

*PhilGEPs Registration Number:

The Human Settlements Adjudication Commission - Regional Adjudication Branch 13 (HSAC-RAB 13), through its Special Bids and Awards Committee, intends to procure **Furniture & Fixtures (Tables, Chairs & Cabinets)** to be supplied & delivered in **Butuan City**.

The procurement will be undertaken in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **December 10, 2020**, at exactly **9:00AM** for the item(s) described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Business Permit;
2. Income/Business Tax Return.
3. PhilGEPs Registration; and,
4. Omnibus Sworn Statement

Open quotations may be submitted at HSAC – Regional Adjudication Branch 13, 2nd & 3rd Floor Arellano Real Estate Lessor Bldg., Purok 2, Doongan, Butuan City, or through e-mail and contact number indicated below.

For any clarification, you may contact **Atty. Michael P. Bajao, CPA** of HSAC-RAB 13 at Mobile No. **+63 17 318 7843** or e-mail address at michaelbajao15279@yahoo.com.ph.


COMM. RIA CORAZON GOLEZ-CABRERA
Chairperson



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Special Bids & Awards Committee

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with the technical specifications required will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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

Procurement Project		Total Approved Budget for the Contract (ABC)	
Procurement of Furniture & Fixtures <i>(Tables, Chairs & Cabinets)</i>		PhP 500,000.00	
TECHNICAL SPECIFICATIONS			
Item Description	Unit	Qty	Estimated Market Price (Php)
1. Computer/Study Table - Min. Dimensions: L-100cm, W-55cm, H-75cm - Metal Frame Legs and with at least 2 drawers - Colour: Beech/Beige - Provision for wirings	unit	1	<u>4,000.00 / unit</u> Total = 4,000.00
2. Office Table - with mobile pedestal and CPU stand - Min. Dimensions: L-140cm, W-70cm, H-75cm - Colour: Beech/Beige - Provision for wirings	unit	15	<u>8,000.00 / unit</u> Total = 120,000.00
3. Metal Cabinet - 2 pull door with at least 2 drawer - Min. Dimensions: H-180cm, W-86cm, D-40cm - Colour: light gray	unit	2	<u>10,000.00 / unit</u> Total = 20,000.00



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4. 5-Layer 2-Door Metal Cabinet - Min. Dimensions: H-180cm, W-86cm, D-40cm - Colour: Beech/Beige with locks	unit	1	<u>10,000.00 / unit</u> Total = 10,000.00
5. 4-Door & 4-Drawers Vertical Filing Metal Cabinet - Min. Dimensions: H-132cm, W-46cm, D-60cm - Colour: light gray - with locks	unit	15	<u>9,000.00 / unit</u> Total = 135,000.00
6. Visitorial/Guest Chair without arm - Min. Dimensions: H-85cm, W-48cm - Mesh-Style Backrest; with seat foam - Metal frame and legs; Colour: Mesh black	unit	13	<u>2,000.00 / unit</u> Total = 26,000.00
7. Open Metal Filing Rack - Min. Dimensions: H-180cm, W-120cm, D-46cm - At least four layer rack with metal base - Colour: Black	unit	5	<u>6,000.00 / unit</u> Total = 30,000.00
8. Premium Executive Reclining Chair - Min. Dimensions: H-114cm, W-50cm - Soft Foam on Backrest, chair seat and armrest - Chomebase legs with wheels - Colour: 2 Gray and 1 Brown	unit	5	<u>7,000.00 / unit</u> Total = 35,000.00
9. Wooden Executive Office Table - Min. Dimensions: L-160cm, W-80cm, H-78cm - with at least 4 drawers & provision for wirings - Colour: Brown shiny style/type	unit	5	<u>9,000.00 / unit</u> Total = 45,000.00
10. Office Clerk Reclining Chair - with headrest, armrest & semi-meshed backrest - Chomebase swivel legs with wheels - Min. Dimensions: H-120cm, W-55cm - Colour: Black	unit	15	<u>5,000.00 / unit</u> Total = 75,000.00



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Please quote your best offer for the items above. *The information stated above shall be the basis for the evaluation and calculation of your total quotation.*

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es



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TERMS AND CONDITIONS

1. Any modifications in the item(s) specifications during delivery of materials/equipment is strictly prohibited.
2. Bidders shall provide correct and accurate information required in this form.
3. All fields with asterisks (*) are mandatory and must be filled up. Failure to provide information on mandatory fields will disqualify your quotation.
4. Price quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
5. Price quotation(s), to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative(s).
9. The **HSAC** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one 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 **HSAC** shall rescind the contract once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.