



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

REQUEST FOR QUOTATION
RFQ No. 080-08-30-18
30 August 2018

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of various furniture, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Forty Five (45) calendar days upon receipt of the Purchase Order

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 5 September 2018**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission.

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Tenioso B. Libed".

TENIOSO B. LIBED

*In-Charge, Property Division,
Office of the Court Administrator*

PRICE QUOTATION FORM

Date: _____

TENIOSO B. LIBED

*In-Charge, Property Division
Office of the Court Administrator
Supreme Court of the Philippines
Tel. 525 1270; Tel/fax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
SENIOR EXECUTIVE TABLE - wooden laminated executive table with center drawer and three (3) side drawers on one side and one (1) cabinet in the other side; cherry or mahogany color; drawers with central locking system with keys; wooden laminated panel legs; with two grommet holes on table top; with writing pad; at least with a dimension 160 cm W x 80 cm D x 76 cm H.	9 units		
JUNIOR EXECUTIVE TABLE – 30 mm thick postform with 2mm edgeband on sides; Medium Density Fiber (MDF) board; laminated table top, beige color; scratchproof; with beige steel leg powder coated finish; with two (2) steel mobile drawer that has two (2) small drawer and one (1) file drawer; powder coated finish; color beige; dimension – at least 140cm W x 70cm D x 74cm H; metal gauge 0.7mm before coating; beige color; with one (1) grommet hole on table top.	9 units		
CLERICAL TABLE – 30mm postform with 2mm edgeband on sides, Medium Density Fiber (MDF) board; high pressure laminated table top, beige color; scratchproof; with beige steel leg powder coated finish; with one (1) steel mobile drawer that has two (2) small drawers and one (1) file drawer; powder coated finish; color beige; metal gauge 0.7mm before coating; beige color; metal gauge must be 0.6 mm without powdercoat; dimension – at least 120cm W x 70cm D x 74cm H; metal gauge 0.7mm before coating; beige color; with one (1) grommet hole on table top	45 units		
LONG TABLE (for Court room) – 30mm post form with 2mm edgeband on sides; Medium Density Fiber (MDF) table top; color: beige	18 units		

SENIOR EXECUTIVE CHAIR - high back executive mesh chair with armrest; with head rest; 5 chrome chair base with 5 casters; any standard black fabric upholstery; with tilting mechanism; bifma gaslift; at least 600 cm x 48 cm x 117 cm	9 units		
JUNIOR EXECUTIVE CHAIR - medium back executive mesh chair with armrest; 5 chrome chair base with 5 casters; any standard black fabric upholstery; with tilting mechanism; bifma gaslift; at least 590 cm x 480 cm x 995 cm	9 units		
CLERICAL CHAIR with armrest - medium backrest mesh chair with armrest; 5 chrome chair base with 5 casters; any standard black fabric upholstery; bifma gaslift; at least 490 cm x 500 cm x 950 cm	63 units		
TOTAL BID PRICE			P- XXXXXXXXXXXXXXXXXX

PLACE OF DELIVERY: NCR, Calamba, Laguna, Cainta and Antipolo

Very truly yours,

Signature over Printed Name

Position

Company Name

Company Address

Contact No.

Mayor's Permit No. _____

DTI or SEC Registration Certificate No. _____

PhilGEPS Registration No. _____