



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

REQUEST FOR QUOTATION

RFQ No. 028-04-25-19

25 April 2019

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 3 May 2019. 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,

SC Chief Judicial Office, 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
<p>SENIOR EXECUTIVE TABLE - wooden laminated cherry executive table with center drawer and three (3) side drawers on one side and one (1) cabinet in the other side; 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.</p>	1 unit		
<p>JUNIOR EXECUTIVE TABLE – 25 mm thick; Medium Density Fiber (MDF) board; laminated table top; 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; with two (2) grommet holes on table top; dimension – 140cm W x 70cm D x 74cm H.</p>	1 unit		
<p>CLERICAL TABLE – 25mm thick; Medium Density Fiber (MDF) board; laminated table top; 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; with two (2) grommet holes on table top; dimension – 100cm W x 70cm D x 74cm H.</p>	12 units		
<p>SENIOR EXECUTIVE CHAIR - high back executive chair with armrest; with contoured back rest design; high density molded foam; 350mm nylon base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift; dimension – at least 62cmW x 50cmD x 75cmH.</p>	1 unit		
<p>JUNIOR EXECUTIVE CHAIR - medium back executive chair with armrest; with</p>	1 unit		

contoured back rest design; high density molded foam; 330mm nylon base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift; dimension – at least 62W x 50 D x 53H.

CLERICAL CHAIR - medium backrest with C-shape armrest; high density molded foam; nylon base and twin casters; any standard black leatherette upholstery; bigma gaslift; dimension – at least 50W x 45D x 45H.

THREE-SEATER SOFA - 3-seater sofa in black leatherette (firm cushion/foam); without armrest on both sides; wooden footings; outer dimension 164L x 80W x 80H cm.

VISITOR'S CHAIR - medium backrest without armrest; 4-legged guest in black frame; any standard leatherette upholstery (with foam: backrest and seat); dimension – at least 53W x 40D x 40H.

STEEL FILING CABINET – High steel filing cabinet; steel drawer hardware; securing lockset; multi surface double cast wheels; gauge 20; dimension – at least 90cmL x 45cm W x 100cm H.

TOTAL BID PRICE

12 units

1 unit

3 units

4 units

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XXXXXXXXXXXXXXXXXXXX

PLACE OF DELIVERY: FC-Br. 14, San Juan City, Metro Manila

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. _____