



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

**REQUEST FOR QUOTATION**  
**RFQ No. 119-11-19-19**  
**19 November 2019**

**THIS FORM MUST BE SUBMITTED**

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 chair, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Sixty (60) calendar days upon receipt of the Purchase Order  
Delivery Place: Supreme Court FC, Region 3 and National Capital Region

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 22 November 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,

  
**TENIOSO B. LIBED**

SC Chief Judicial Staff Officer,  
Property Division,  
Office of the Administrative Services, OCA

## PRICE QUOTATION FORM

**THIS FORM MUST BE SUBMITTED.**

Date: \_\_\_\_\_

**TENIOSO B. LIBED**

*SC Chief Judicial Staff Office;*

*Property Division,*

*Office of the Administrative Services, OCA*

*Tel. 525-1270; 525-7036*

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

ITEMS AND THEIR DESCRIPTION		Quantity	Unit Price	Total Bid Price	Statement of compliance to technical specs (comply/not comply)
1	<p><b>SENIOR EXECUTIVE CHAIR</b></p> <p>High back executive chair with armrest; with contoured back rest design; high density molded foam; 350mm nylon certified bifma base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift, diameter 45mm x 275mm – 385mm; dimension: at least 62W X 50D X 75H</p>	11 pcs			
2	<p><b>JUNIOR EXECUTIVE CHAIR</b></p> <p>Medium back executive chair with armrest; with contoured back rest design; high density molded foam; 330mm nylon certified bifma base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift, diameter 45mm x 275mm – 385mm; dimension: at least 62W X 50D X 53H; in black leatherette</p>	11 pcs			
3	<p><b>CLERICAL CHAIR WITH ARMREST</b></p> <p>Medium backrest with armrest; armrest: C-shape; high density molded foam; 330mm nylon certified bifma base and twin casters; any standard black leatherette upholstery; with tilting mechanism; bifma gaslift, diameter 45mm x 275mm – 385mm; dimension: at least 50W X 45D X 45H; in black leatherette</p>	66 pcs			
4	<p><b>VISITOR'S CHAIR</b></p> <p>Medium backrest without armrest; 4-legged guest in black frame; any standard leatherette upholstery (with foam: backrest and seat); frame thickness 1.2mm;</p>	44 pcs			

	dimension: at least 53W X 40D X 40H; in black leatherette				
5	<b>GANG CHAIR</b> 3-seater heavy duty power coated frame 5mm polypropelene materials on seat and back rest; with perforated backrest design; black beam; blue seat shell; frame thickness 1.2mm  In royal blue 5mm thick PVC seat and cut out design backrest	44 pcs			
6	<b>SOFA</b> 3-seater sofa in black leatherette, firm cushion/foam; without armrest on both sides; wooden footings; outer dimension – at least 164cm L x 80cm W x 80cm H; in black leatherette	11 pcs			

**Delivery: Sixty (60) calendar days**

**Delivery Place: REGION 4 & NCR**

**Batangas City, Lipa City, Trece Martires City, Sta. Cruz, Laguna,**

**San Pablo City, Calamba City, Antipolo City and NCR**

**NOTE: Please see attached distribution list**

**PLEASE SUBMIT COPY OF PHILGEPS CERTIFICATION.**

**The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar days.**

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. \_\_\_\_\_