



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

REQUEST FOR QUOTATION
RFQ No. 014-04-11-18
11 April 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 18 April 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; drawers with central locking system with keys; wooden laminated panel legs; with two grommet holes on table top; with writing pad; dimension 160 cm W x 80 cm D x 76 cm H.	3 units		
JUNIOR EXECUTIVE TABLE - jr executive table 25 mm thick Medium Density Fiber board (MDF) laminated table top; scratch proof; with beige steel leg powder coated finished; with two (2) steel mobile drawer (two (2) small drawer and one (1) file drawer); powder coated finished; color beige; dimension: 140 cm W x 70 cm D x 74 cm H.	2 units		
CLERICAL TABLE - clerical table 25 mm thick Medium Density Fiber board (MDF) laminated table top; scratch proof; with beige steel leg powder coated finished; with one (1) steel mobile drawer (two (2) small drawer and one (1) file drawer); powder coated finished; color beige; dimension: 120 cm W x 70 cm D x 74 cm H.	26 units		
LONG TABLE (for Court room) - 25 mm thick Medium Density Fiberboard (MDF) table top; scratch proof; post-formed edging; with second layer shelf; 2-3 seater; folding steel leg in powder coated finished; with adjustable rubber footings; dimension: at least 180W x 60D x 74H cm.	4 units		
SENIOR EXECUTIVE CHAIR - high back	4 units		

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		
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	2 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	32 units	
VISITOR'S CHAIR - medium backrest without armrest; 4-legged guest in black frame; any standard fabric upholstery; at least 91 cm H.	12 units	
GANG CHAIR - 3-seater heavy duty powder coated frame; polypropylene materials on seat and back rest; with perforated backrest design; color beam: black; color seat shell: blue	19 units	
SOFA - 3-seater sofa in black leatherette; without armrest on both sides; wooden footings; outer dimension 164L x 80W x 80H cm.	2 units	
DELIVERY CHARGE		
TOTAL BID PRICE		P- XXXXXXXXXXXXXX

PLACE OF DELIVERY: RTC, Br. 3, Family Court, Tagaytay City & RTC, Br. 4, Family Court, Imus, Cavite (newly organized courts)

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. _____