



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

**REQUEST FOR QUOTATION**

**RFO No. 106-11 26 13**

**26 November 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 29 November 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,

  
**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.	Compliance to tech. specs.	Unit Price	Total Bid Price
<p><b>SENIOR EXECUTIVE TABLE</b> - 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.</p>	<b>3 units</b>			
<p><b>JUNIOR EXECUTIVE TABLE</b> – 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.</p>	<b>2 unit</b>			
<p><b>CLERICAL TABLE</b> – 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</p>	<b>10 units</b>			
<p><b>COMPUTER TABLE</b> Tower type computer table; gray metal frame; wood grain finish; with CPU holder; with</p>	<b>5 units</b>			

twin caster with caster lock; over-all metal frame in 1.2 mm thick, gray color; over-all dimension – at least 70cm l x 70cm W x 126cm H.

**LONG TABLE (for Court room) –**

30mm post form with 2mm edgeband on sides; Medium Density Fiber (MDF) table top; color: beige.

**6 units**

**TYPING TABLE**

25 mm thick Medium Density Fiber (MDF) board table top; powder coated-finished light gray steel leg; with steel modesty front panel; with one (1) shelf for bond paper; dimension: L60 x W60 x H74 cm.

**2 pcs**

**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

**3 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

**2 unit**

**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

**18 units**

**VISITOR'S CHAIR** - medium backrest mesh chair without armrest; 4-legged guest in black frame; any standard fabric upholstery; at least 91 cm H.

**4 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

**4 units**

**SOFA** - 3-seater sofa in black leatherette; without armrest on both sides; wooden footings; outer dimension 164L x 80W x 80H cm.

**1 unit**

<b>VERTICAL FILING CABINET WITH 4 DRAWERS</b> *4 drawers, with central locking system with key, powder coated finish w/anti-rust protection, gauge no. 20, size at least 52”H x 18.5”W x 24-29”D; color: light gray	<b>6 units</b>			
<b>STEEL STORAGE CABINET</b> *5 adjustable shelves with 2 swing type doors, powder coated finish w/anti-rust protection, gauge no. 20, size at least 70”H x 35-37”W x 17-19”D: color: light gray	<b>2 units</b>			
<b>STEEL RACK</b> *Open type steel rack with five (5) shelves; heavy duty; 100 kg. capacity/shelf; dimension: at least L=900cm; W=45 cm and H=180cm	<b>3 units</b>			
<b>DELIVERY CHARGE</b>				
<b>TOTAL BID PRICE</b>				P- XXXXXXXXXXXXXXXXXX

**PLACE OF DELIVERY: RTC, Br. 3, Puerto Princesa City (newly organized courts) and Narra, Palawan**

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

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