



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

REQUEST FOR QUOTATION
RFQ No. 112-12-06-18
6 December 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 11 December 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
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.	1 unit			
JUNIOR EXECUTIVE TABLE – 25 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.	1 unit			
CLERICAL TABLE – 25mm 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	14 units			
SENIOR EXECUTIVE CHAIR - high back executive mesh chair with armrest; with head rest; 5 chrome chair base with 5 casters; any	1 unit			

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 62W x 50D x 53H.	1 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 50W x 45D x 45H.	18 units		
VISITOR'S CHAIR - medium backrest mesh chair without armrest; 4-legged guest in black frame; any leatherette upholstery (with foam: backrest and seat); size at least 53W x 40D x 40H.	2 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	2 units		
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.	1 unit		
VERTICAL FILING CABINET WITH 4 DRAWERS *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	5 units		
DELIVERY CHARGE			
TOTAL BID PRICE			P- XXXXXXXXXXXXXX

PLACE OF DELIVERY: FC, Br. 6, Sta. Maria, Bulacan (newly organized courts).
 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. _____