



REQUEST FOR QUOTATION

Date: _____

PR No.:

2025-05-006

Purpose:

for use in RO Facilities and Building

NAME OF COMPANY / FIRM / DEALER

ADDRESS

TIN NO. / VAT or NVAT

PhilGEPS Registration Number

Please quote your best offer, inclusive of VAT, on the job/item/s listed below, subject to the Specifications and Terms & Conditions stated herein, stating the shortest time of delivery. Submit your quotation duly signed by you or your authorized representative not later than **JUNE 5, 2025** only until exactly **5:00PM** at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, **Oriental Mindoro**.

A copy of your 2025 Business / Mayor's Permit and PhilGEPS Registration Number / Certificate are also required to be submitted along with your quotation /proposal.

Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned.

ENGR. LOWELL L. LOYANO
BAC Chairperson

Note: Please see the Terms and Conditions regarding proper accomplishment of this Form.

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT (ABC)	Compliance w/ Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			Procurement for the Supply and Delivery of Various Furnitures for RO Facilities and Building	732,800.00				
			Office Furnitures					
			I. Chairs					
1	36	unit	Executive Swivel Chair: highback, with armrest and head rest	288,000.00				
			Material: metal stand; mesh/ foam seat					
			Color: black/gray					
			Swivel; w/ arm rest; high-back					
2	6	unit	Executive Swivel Chair: highback, with armrest and head rest	54,000.00				
			Material: metal stand; mesh/ foam seat					
			Color: black					
			Others: Swivel; w/ reclining arm rest; high-back					
3	1	unit	Executive Swivel Chair: highback, with armrest and head rest	11,500.00				
			Material: metal stand; mesh/ foam seat					
			Color: black					
			Swivel; w/ arm rest; high-back; reclining					
4	7	unit	Conference chair	56,000.00				
			Material: metal + leather seat or mesh + foam seat					
			Color: uniformed black					
			Non-swivel; high-back; w/ arm chair					
5	1	pc	Computer chair	1,500.00				
			Material: metal + mesh + foam seat					
			Color: uniformed black					
			swivel; mid-back; w/ arm chair					
6	12	unit	Visitor's Chair	36,000.00				
			Material: metal + leather seat + foam seat					
			Size: Minimum 50x61.5x131.5 cm					
			Color: uniformed black/brown/beige/gray					

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT (ABC)	Compliance w/ Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			Non-swivel; Mid-back; w/ arm chair					
			iii. Tables					
7	1	unit	Executive Desk table	20,000.00				
			size: 1140cm -150cm to W60cm-70 cm table top					
			color: brown/caramel/light colored					
			material:wooden					
			others: with side drawers; detachable L shape					
8	1	unit	Conference Table	49,800.00				
			w/ chairs,foam seat					
			Material: wooden,metal or combination					
			color: light colored					
			others: 10 seater,shape: rectangular					
9	2	set	Dining Table 6-seater	60,000.00				
			w/ chairs,foam seat					
			Material: wooden table top					
			color: caramel/brown colored wood					
			shape: rectangular					
10	1	set	Center table	17,000.00				
			material: wood,glass material					
			size:115Lx45Hx60W cm					
			color: caramel/brown colored wood					
			shape: rectangular					
11	1	set	Executive table	15,000.00				
			Material: wooden with side drawers and lock					
			size: 160x60x75 cm					
			color: dark brown colored					
			shape: rectangular					
12	1	set	Executive table	13,000.00				
			Material: wooden with side drawers and lock					
			size: 140x60x75 cm					
			color: dark brown colored					
			shape: rectangular					
13	2	set	Modular table	60,000.00				
			L-shaped modular table					
			Material: metal,wood material or combination					
			size: at least 150 x 63 x 120cm					
			color: dark brown colored					
			shape: L-shaped					
14	2	set	Modular table	40,000.00				
			office modular table					
			Material: metal,wood material or combination					
			size: at least 130 x 63 x 120cm					
			color: dark brown colored					
			shape: rectangular					
15	2	set	Computer table	11,000.00				
			office modular table					
			Material: glass top,laminated wood,metal material					
			size: at least L 32" W21"x H48"					
			color: dark brown/black colored					
			***nothing follows**					

TERMS AND CONDITIONS

1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall also submit brochure showing specifications of the product being offered. (If applicable)
3. Bidders shall submit BIR Certificate of Registration upon request of the Technical Working Group during bid evaluation.
4. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
5. **Delivery period is within 30 working days from receipt of Purchase Order.**
6. Price validity shall be for a period of 60 calendar days from the date of submission. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
7. **For Lot Award**
All items to be grouped together to form one (1) complete Lot that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall automatically be disqualified.
8. Bid not addressing or providing price on the required items shall be considered as Not Available or Out of Stock. However specifying a zero(0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity.
9. Warranty shall be one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Report of Inspection & Acceptance (RIA) by the authorized NIA MIMAROPA Regional Office representative.
10. **Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:**
 - a.) Mayors Permit;
 - b.) Copy of PhilGEPS Registration Number / Certificate.
11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
12. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum specifications and terms and conditions stated herein.
13. The NIA MIMAROPA Regional Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
14. Supplier shall be responsible for the source(s) of his/her product and shall make deliveries in accordance with schedule, quality and specifications of the award/purchase order and shall guarantee his/her deliveries to be free from defects. Failure of the supplier to comply with this provisions shall be ground for cancellation of the award or purchase order issued to the supplier.
15. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the undelivered item/s within the prescribed delivery period shall be imposed per day of delay. The NIA MIMAROPA Regional Office shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
16. The NIA MIMAROPA Regional Office as the Procuring Entity may use a non-discretionary and non-discriminatory measure based on a sheer luck or chance through **"DRAW LOTS"** to resolve the cases involving a tie among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) for the procurement of goods and infrastructure projects, or the Highest Rated and Responsive Bidder (HRRB) for the procurement of consulting services.

TERMS OF PAYMENT:

The winning bidder / supplier shall be paid the contract amount in full within 30 calendar days upon delivery and acceptance of the item/s by the NIA MIMAROPA Regional Office subject to deduction of applicable taxes.

NOTE:

1. Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Oriental Mindoro, **Fax No. 043-288-7267** or by email at **mimaropa@nia.gov.ph** and **niamimaropa.bac@gmail.com**.
2. If quotation will be submitted thru email, kindly compress the file thru .zip or .rar with encryption / password to maintain confidentiality. Kindly include your contact details at the body of the email so that the BAC Secretariat could verify the password upon opening of your submitted quotation. If there is no input password, your bid will not be considered.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s on the item/s at prices noted above.

Printed Name & Signature
of Dealer or Representative

Contact / Telephone No.

Email address/es