

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-024
Posting Date : February 20, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the Project "Supply, Delivery and Installation of Cabinets" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply, Delivery and Installation of Cabinets
Approved Budget : One Hundred Forty Thousand Pesos (P140,000.00)
for the Contract
Specifications : Please see attached Annex "A"
Delivery Address : 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Original and Notarized Omnibus Sworn Statement;
4. Compliance to the Technical Specifications (Annex "A"); and
5. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of February 26, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1724 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1716 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Requirement	Quantity	Statement of Compliance
Cabinet A	1 unit	
Size (HxWxD): 80 in x 110 in x 16.5 in		
No. of Shelves: 4 Rows		
Materials: ¾ Marine Plywood		
With partition or angle bar whichever is durable		
3 swing door with lock and handle		
Duco finished inner and outer part		
Cabinet B	1 unit	
Size (HxWxD): 80 in x 158 in x 16.5 in		
No. of Shelves: 4 Rows		
Materials: ¾ Marine Plywood		
With partition or angle bar whichever is durable		
8 swing door with lock and handle		
Duco finished inner and outer part		
Color of cabinets is subject to the approval of the end user upon project implementation	N/A	
Submission of sample swatches for color and material within three (3) calendar days upon receipt of Purchase Order	N/A	
Must be delivered within thirty (30) calendar days upon approval of sample	N/A	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

PRICE QUOTATION FORM

Date

The Administrative Division
Office of the Vice President
7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Sir/Madam:

(1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Quantity	Unit	Unit Price	Total Price
Supply, Delivery and Installation of Cabinets	Cabinet A	1	unit		
	Cabinet B	1	unit		
	Total (inclusive of VAT)				

(2) We undertake to deliver above service per technical specifications; and

(3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number

