

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-034
Posting Date : June 5, 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 Office System/Workstation*” 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 Office System/Workstation
Approved Budget : Fifty Two Thousand Three Hundred Forty Pesos (P52,340.00)
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 June 9, 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
Workstation		
Front Panel: Fabric with glass Accessories: Adjustable glider, stabilizer Dimension (WxH): 1,000 mm x 1,050 mm With end trims	2 units	
Side Panel: Fabric with glass Color: 3-tone Accessories: Adjustable glider, stabilizer Dimension (WxH): 600 mm x 1,050 mm With end trims	3 units	
Work Top: MFC board Accessories: Grommet upper right side, bracket Dimension (WxH): 1,000 mm x 600 mm	2 units	
Office Chair	2 units	
Mesh/net backrest		
Fabric seat rest		
PVC armrest		
Chrome star base		
With gaslift		
With caster wheel		
Mobile Pedestal	2 units	
Dimension (HxWxD): 40 cm x 56 cm x 65 cm		
All metal construction with plastic molded top		
Nylon slide for all drawers		
Caster: 55 mm		
Gauge: 20		
Inclusive of 2 small drawer and 1 big drawer		
With central locking system		
Accessories: pencil tray and file divider, flush handle		
Color is subject to the approval of the end user upon project implementation	N/A	
The project includes dismantling and assembling of existing workstation	N/A	
Submission of sample 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 Office System/ Workstation	Workstation				
	Front Panel	2	units		
	Side Panel	3	units		
	Work Top	2	units		
	Office Chair	2	units		
	Mobile Pedestal	2	units		
	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