



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

<b>Project</b>	: OFFICE FURNITURE	<b>Date</b>	: 02 April 2019
<b>PR No.</b>	: 2019-03-0313	<b>Quotation No.</b>	: 2019-04-0072
<b>Approved Budget for the Contract</b>	: SIXTY FIVE THOUSAND NINE HUNDRED PESOS (P 65,900.00)	<b>Procurement Method</b>	: SMALL VALUE PROCUREMENT

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 08 April 2019 at 11:00 A.M. at New Executive Bldg., JP Laurel St., San Miguel Manila or email to psu.pcoo@gmail.com.

**General Conditions:**

1. Delivery period within 7 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **inclusive of all costs and applicable taxes.**
5. The supplier awarded with the contract shall submit the following updated documents **prior to payment:**

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement
- BIR FORM 2303

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Office Table – 140 cm (L) x 70 cm (W) Color: Wenge or Mahogany	1		_____	_____
2	Clerical Table – 120 cm (L) x 60 cm (W) Color: Wenge	2		_____	_____
3	Clerical Chairs – chrome base; adjustable arm; and black	3		_____	_____
4	Visitor's Chairs – fabric black	4		_____	_____
5	Mobile Cabinet – 3 drawers	2		_____	_____
6	File Cabinet – 4 drawers	1		_____	_____
	<b>TOTAL AMOUNT</b>				<b>P</b> _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date