



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: June 19, 2024
P.R. No. ADMIN-2024-06-05-001

Name of Company: _____

Address: _____

Name of Store/ Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **Supply and Delivery of Office Furnitures with Installation of DryWall Partitions and Assembly of L-Shaped Workshops for the PHINADO office** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than June 22, 2024 at 5:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2024 Mayor's/Business Permit
- D. ITR 2023

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address pscprocurement@yahoo.com, procurement@psc.gov.ph and copy bac@psc.gov.ph


PAULO FRANCISCO C. TATAD
BAC Chairperson
Bids and Awards Committee

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME:			
Supply and Delivery of Office Furnitures with Installation of DryWall Partitions and Assembly of L-Shaped Workshops for the PHINADO office			
Item 1			
4 Layer Steel Rack Shelves for Storing Materials (Open Shelves), Boltless, Dimension: 120W x 45D x 183H CM – 8 pcs			
Item 2			
Steel Filing Cabinets, 4 drawers lateral steel filing cabinet, Flushed handle, centralized lock, Gauge: 20 fire retardant, Dimension: 90W x 45D x 138H CM- 8 pcs			
Item 3			
Foldable Training Table, Laminated MDF board, Flat Edge, Black edging, Color: Wood Grain, White Steel legs with 2nd layer, Size: W180 x D60 x H75cm – 2 pcs			
Item 4			
Visitors Chair, Color: Black, Leatherette, Chair with Armrest & Chrome Leg – 10 pcs			
Item 5			
Sofa, 3 seater, Upholstered in fabric with dimpled Backrest design and bench seating, with 2 throwpillows, Materials: Foam, Stainless footing, Mahogany Wood Frame, fabric, Color: HF Gray & HF Black, Size: L172 x W76 x H81cm – 2 pcs			
Item 6			
Executive Table, L-Type Glass Top Executive Table with mobile pedestal and side cabinet with glass top, Main: 160W x 80D x 75Hcm, Side: 100W x 40D x 75H cm, Color: Wenge – 1 pc			
Item 7			
Executive Chair, High Back Executive, Leatherette with Armrest with Tilting Mechanism, Gas Lift, Chrome Star base – 1 pc			
Item 8			
Mesh Chair, with Movable Armrest, Tilting Mechanism and Gaslift, Chrome Star Base, Color: Black – 10 pcs			
Item 9			
more on next page			

Deputy Table, Customize L-Type Executive Table with Modesty and side cabinet laminated finish in metal legs, Main: 120W x 60D x 75cmH, Side: 80W x 40D x 65cmH -1 pc			
Item 10			
Full Body Standing Mirror on Wheels (Big), Material: Metal Frame, Color: Black & White, Size: L42 x H160 x 40Wcm – 2 pcs			
Item 11			
Conference Table, Customized Oval, Laminated Finish, Dimension: Size: 320W x 120D x 75Hcm -1 pc			
Item 12			
Chairs for Conference Table, Leatherette, Chair with Arm & Chrome Sled base – 10 pcs			
Item 13			
Mobile Pedestal Steel Cabinet, Black Flushed Handle, centralized lock, with caster wheels, with pencil tray, movable, fire retardant – 9 pcs			
Item 14			
Drywall with paint, Size: 288W x 180H(cm) – 1 set			
Item 15			
Drywall with paint, Size: 213W x 180H(cm) (with door), Size: 80W x 180H(cm) – 1 set			
Item 16			
Drywall with paint, Size: 408W x 180H(cm) (with door), Size: 80W x 180H(cm) – 1 set			
Item 17			
Drywall with paint, Size: 405W x 180H(cm) (with door) Size: 80W x 180H(cm) – 1 set			
Item 18			
Drywall with paint, Size: 383W x 180H(cm) – 1 set			
Item 19			
Drywall with paint, Size: 160W x 180H (cm) (with door) Size: 80W x 180H(cm) – 1 set			
Item 20			
Drywall with paint, Size: 274W x 180H(cm) – 1 set			
Item 21			
Front Panel, 4.68 Series Aluminum Profile, 4.5 Thickness, Beige color endtrims, Full Fabric, Size: 150W x 120H(cm) – 16 pcs			
Item 22			
Side Panel, 4.68 Series Aluminum Profile, 4.5 Thickness Beige color endtrims, Full Fabric, Size: 60W x 120H(cm) -13 pcs			
Item 23			
L-shape Workshop (Front), 25mm thickness with pvc Edgeband, Size: 150W x 60D(cm) – 9 pcs			
Item 24			
L-shape Workshop (Side), 25mm thickness with pvc edgeband, Size: 90W x 60D(cm) – 9 pcs			
Item 25			
Outlet & Wiring – 9 set			
Item 26			
more on next page			

Chrome Tubular Legs, Size: 71H(cm) (for table support)			
-9 pcs			
Inclusive of the ff:			
1. Installation of the office furnitures, drywall and L-shape workshop at the PHI-NADO office according to The design as attached in this PR			
2. Delivery Fee			
3. Cost of materials for the installation and assembly			
nothing follows			
Delivery Requirement:			
Can deliver within Thirty (30) Calendar days			

FINANCIAL OFFER:

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply and Delivery of Office Furnitures with Installation of DryWall Partitions and Assembly of L-Shaped Workshops for the PHINADO office			
Approved Budget for Contract	Quantity in pc/set (A)	Offered Price per pc/set (B)	Your Total Offered Quotation (A x B)
Item 1 Forty Nine Thousand Seven Hundred Twenty Eight Pesos (PhP 49,728.00)	8 pcs		In Figures: _____
Item 2 One Hundred Thirty Eight Thousand Eight Hundred Eighty Pesos (PhP 138,880.00)	8 pcs		In Figures: _____
Item 3 Sixteen Thousand Six Hundred Eighty Eight Pesos (PhP 16,688.00)	2 pcs		In Figures: _____
Item 4 Forty Thousand Three Hundred Twenty Pesos (PhP 40,320.00)	10 pcs		In Figures: _____
Item 5 Fifty Seven Thousand One Hundred Twenty Pesos (PhP 57,120.00)	2 pcs		In Figures: _____

Item 6 Twenty Five Thousand Seven Hundred Sixty Pesos (PhP 25,760.00)	1 pc		In Figures: _____
Item 7 Twelve Thousand Eight Hundred Eighty Pesos (PhP 12,880.00)	1 pc		In Figures: _____
Item 8 Forty Four Thousand Eight Hundred Pesos (PhP 44,800.00)	10 pcs		In Figures: _____
Item 9 Twenty Five Thousand Seven Hundred Sixty Pesos (PhP 25,760.00)	1 pc		In Figures: _____
Item 10 Six Thousand Seven Hundred Twenty Pesos (PhP 6,720.00)	2 pcs		In Figures: _____
Item 11 Thirty Three Thousand Six Hundred Pesos (PhP 33,600.00)	1 pc		In Figures: _____
Item 12 Fifty Three Thousand Seven Hundred Sixty Pesos (PhP 53,760.00)	10 pcs		In Figures: _____
Item 13 Thirty Seven Thousand Two Hundred Ninety Six Pesos (PhP 37,296.00)	9 pcs		In Figures: _____
Item 14 Twenty Three Thousand Two Hundred Twenty Four Pesos and Thirty Two Centavos (PhP 23,224.32)	1 set		In Figures: _____

Item 15 Twenty Two Thousand Seven Hundred Seventy Six Pesos and Thirty Two Centavos (PhP 22,776.32)	1 set		In Figures: <hr/>
Item 16 Thirty Eight Thousand Five Hundred One Pesos and Twelve Centavos (PhP 38,501.12)	1 set		In Figures: <hr/>
Item 17 Thirty Eight Thousand Two Hundred Fifty Nine Pesos and Twenty Centavos (PhP 38,259.20)	1 set		In Figures: <hr/>
Item 18 Thirty Thousand Eight Hundred Eighty Five Pesos and Twelve Centavos (PhP 30,885.12)	1 set		In Figures: <hr/>
Item 19 Eighteen Thousand Five Hundred Two Pesos and Forty Centavos (PhP 18,502.40)	1 set		In Figures: <hr/>
Item 20 Fourteen Thousand Eight Hundred Ninety One Pesos and Fifty Two Centavos (PhP 14,891.52)	1 set		In Figures: <hr/>
Item 21 Sixty Nine Thousand Seven Hundred Seventy Pesos and Fifty Six Centavos (PhP 69,770.56)	16 pcs		In Figures: <hr/>
Item 22 Twenty Eight Thousand Five Hundred Thirty Two Pesos and Forty Centavos (PhP 28,532.40)	13 pcs		In Figures: <hr/>

Item 23 Twenty Thousand Seven Hundred Ninety Pesos (PhP 20,790.00)	9 pcs		In Figures: _____
Item 24 Fifteen Thousand Two Hundred Forty Six Pesos (PhP 15,246.00)	9 pcs		In Figures: _____
Item 25 Twenty Five Thousand Two Hundred Pesos (PhP 25,200.00)	9 set		In Figures: _____
Item 26 Fifteen Thousand One Hundred Twenty Pesos (PhP 15,120.00)	9 pcs		In Figures: _____
Grand Total: Nine Hundred Five Thousand Ten Pesos and Ninety Six Centavos (PhP 905,010.96)	Total Offered Quotation		In Words: _____ _____ _____ In Figures: _____

TERMS AND CONDITIONS:

- 1) Bidders shall provide correct and accurate information required in this form.
- 2) Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3) Price quotation/s, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5) 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 technical specifications and other terms and conditions stated herein.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC 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.