



## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Fifteen (15) Units Office Chairs** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s 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 authorized representative not later than **December 09, 2024 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\* and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### 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.

*\*Submit certified-true-copy of Secretary's Certificate in case of a corporation, partnership, or cooperative; or Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.*

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

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p align="center"><b>TERMS OF REFERENCE</b></p> <p><b>I. NAME OF PROJECT</b></p> <p>Supply and delivery of fifteen (15) office chairs for Southern Luzon Group (SLG) use.</p> <p><b>II. PURPOSE</b></p> <p>The above-mentioned office chairs will be used by the newly hired employees and other will be replaced the existing damaged/unserviceable chairs assigned to SLG</p> <p><b>III. APPROVED BUDGET FOR THE CONTRACT</b></p> <p>The Approved Budget for the Contract (ABC) is <b>Seventy Five Thousand Pesos (Php75,000.00)</b>.</p> <p><b>IV. TECHNICAL SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>- Brand new</li> <li>- Without armrest;</li> <li>- Ergonomically designed;</li> <li>- Gaslift pneumatic height adjustment;</li> <li>- Swivel and tilting mechanism;</li> <li>- Fully upholstered with imported fabric;</li> <li>- High density foam;</li> <li>- Five prong nylon chair-base;</li> <li>- Smooth twin disc caster;</li> <li>- Two-year warranty for parts and labor</li> <li>- Black color</li> </ul> <p><b>V. PROCEDURE FOR SUBMISSION OF QUOTATION, EVALUATION AND AWARD</b></p> <p>1. Supplier may submit his/her quotation in sealed envelope together with the sample of the chair being offered within the prescribed</p>	

time. Proposals submitted via online/email will also be accepted provided both the sample and quotation are submitted within the prescribed time;

2. Sample chair to be submitted must be brand new and will be considered as part of the delivery for the winning bidder;
3. Price should be inclusive of VAT and other applicable government taxes;
4. Each supplier is allowed to offer only one (1) chair so they have to choose the best chair that complies with the specifications indicated above;
5. Bidder/s who failed to submit sample will automatically be considered as disqualified;
6. The Technical Working Group (TWG) will choose three (3) chairs among the samples submitted which based on their assessment have complied with the technical specifications specified herein and have better quality;
7. The corresponding proposals for the 3 selected samples will then be opened by the TWG and determine which has the lowest bid price. Proposal with the lowest bid price (within the Approved Budget for the Contract) shall be declared as the winner;
8. Upon award of the contract to the winning bidder, all the samples will be returned to the participating bidders except for the winning bidder which will be used as reference/comparison during the delivery and inspection of the awarded items.

#### **VI. DELIVERY AND INSPECTION**

1. Chairs must be delivered by the winning bidder within **thirty (30) calendar days** upon receipt of Notice to Proceed (NTP) to the Corporation's address indicated in the Purchase Order.
2. Actual inspection of the items will be conducted immediately upon delivery to determine their compliance with the technical specification and similarity with the sample submitted. The SB Corp has the right to reject or return the items and cancel the

<p>corresponding Notice of Award and Purchase Order (PO) if the items delivered are found to be defective, incomplete, non-compliant with the specifications or different from the sample previously submitted.</p> <p><b>VII. LIQUIDATED DAMAGES</b></p> <p>SB Corp. shall impose a penalty of 1/10 of 1% of the total value of undelivered chairs for each day of delay as liquidated damages after the prescribed number of days to deliver the units has expired.</p> <p><b>VIII. AFTER SALES REQUIREMENTS</b></p> <p>The chairs delivered by the winning bidder must have a warranty of <b>at least 2 years</b> from the date of delivery and the corresponding warranty certificate should be issued for the said items.</p>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) Thirty (30) Days upon receipt of Notice to Proceed (NTP)	
c) Terms of Payment: 20 days upon receipt of billing	

**FINANCIAL OFFER:**

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

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php75,000.00 Tax Inclusive</b>			In words _____ _____ In figures: _____

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp 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.
11. 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 contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 SBCorp 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_