

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 **15 SETS OF 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 **October 18, 2024**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Sworn Statement(notarized) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (082) 221-0858 | 09602402126 or email address at ghangadi@sbcorp.gov.ph and lacibron@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson *qr*

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.

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

 17th & 18th Floors, 139 Corporate Center, Valero St., Saicedo Village, Makati City 1227, Philippines
 sbcorporation@sbcorp.gov.ph

 5328-1100 -1110 and 1112-1116
 www.sbcorp.gov.ph

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

| Procurement of 15 SETS OF OFFICE CHAIRS | |
|---|----------------|
| TECHNICAL SPECIFICATIONS (detailed) | REMARKS |
| <p>❖ OFFICE CHAIRS (15 SETS)</p> <ul style="list-style-type: none"> ➤ MESH ➤ BACK REST ➤ ARMREST ➤ TILT MECHANISM ➤ WITH WARRANTY | |
| DELIVERY REQUIREMENT | |
| a) | |
| b) | |
| | |

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.

| PROCUREMENT OF 15 SETS OF OFFICE CHAIRS | | | |
|--|-----------------------------|----------------|--|
| Quantity (A) | Description/Brand/Model (B) | Unit Price (C) | Total Offered Quotation (A x C) |
| (Php- ABC) Tax Inclusive | | | In words _____ _____ In figures: _____ |

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.

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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 number 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: _____

TERMS OF REFERENCE

- I. **NAME OF PROJECT** : Renovation of SBC-MG Office under Unit nos. 45 and 410
- II. **LOCATION** : Unit 410 and 45, 4th Floor, Landco Corporate Center, J.P Laurel Ave., Bajada, Davao City
- III. **TECHNICAL SPECIFICATIONS**
1. **OFFICE CHAIRS (15 SETS)**
 2. **MESH**
 3. **BACK REST**
 4. **ARMREST**
 5. **TILT MECHANISM**
 6. **WITH WARRANTY**

IV. APPROVED BUDGET

The approved budget for the above-mentioned project is Php67,500.00 inclusive of labor, materials, taxes, and other charges.

V. ELIGIBILITY OF BIDDERS

1. Must be in the business for not less than two (2) years;
2. Can supply parts of the chairs when maintenance is needed.

VI. DOCUMENTARY REQUIREMENTS

Interested contractors must submit the following documents which will be used in the evaluation of proposals:

1. PhilGEPS Registration (Platinum or Red)
2. Business Permit
3. BIR Form 2303
4. Omnibus Sworn Statement

Prepared by:


JENNY LEAH L. MILAR
OIC-Group Head, MG

Approved by:


LOURDES ROSARIO M. BAULA
Financing Sector Head