



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Building, Katipunan Avenue
Balara, Quezon City
Tel. Nos. 927-0030 / 920-7477 • Fax No. 436-4405
www.ogcc.gov.ph

REQUEST FOR QUOTATION

Date: 21 November 2019
RFQ No. 2019-11-027

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
PhilGEPS Registration No. (required): _____
Price Quotation: _____; Brand Offered: _____

The Office of the Government Corporate Counsel, through its Bids and Awards Committee, intends to procure **Office Furniture and Fixtures** in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

ITEMS ONE (1) LOT	Unit Price	Quantity	Total
3 Drawers Lateral Filing Cabinet #18	17,600.00	1	17,600.00
3-Seater Sofa	27,500.00	7	192,500.00
4 Drawers Lateral Filing Cabinet	19,250.00	1	19,250.00
4 Drawers Vertical Filing Cabinet with Safety Vault	21,450.00	1	21,450.00
Conference table 12-seater oval	70,000.00	1	70,000.00
Executive Chair High Back	15,950.00	7	111,650.00
Executive Chair Mid Back	12,298.00	12	147,576.00
Executive Tables	11,550.00	5	57,750.00
Total			637,776.00

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided (please see attached Terms of Reference). **Indicate your statement of compliance to our specifications as listed in the attached Technical Specifications.** Submit your quotation duly signed by you or your duly authorized representative **not later than 25 November 2019 at 4:00 p.m.** Copies of the following

..... committed to uphold justice
under the rule of law



eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **2019 Mayor's/Business Permit;**
2. **Income/Business Tax Return; and,**
3. **PhilGEPS Registration Number.**

A notarized Omnibus Sworn Statement (GPPB-prescribed form) should also be submitted by the winning bidder/supplier prior to the issuance of Notice of Award.

Award of contract shall be made by lot and the lowest calculated and responsive offer for each lot shall be selected.

For any clarification, you may contact Atty. Diane Camilla R. Borja at telephone no. (02) 8920-7475/3436-3773 or email address at rgtejano@gmail.com.

TERMS AND CONDITIONS:

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 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 OGCC 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 OGCC 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 OGCC 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.

13. Please see attached Terms of Reference for further instructions and requirements.

DOMINADOR R. ISIDORO, JR.
Assistant Government Corporate Counsel
Chairman, Bids & Awards Committee

INSTRUCTIONS:

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

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

ITEMS	Unit Price	Quantity	Total
a) 3 Drawers Lateral Filing Cabinet #18		1	
b) 3-Seater Sofa		7	
c) 4 Drawers Lateral Filing Cabinet		1	
d) 4 Drawers Vertical Filing Cabinet with Safety Vault		1	
e) Conference table 12-seater oval		1	
f) Executive Chair High Back		7	
g) Executive Chair Mid Back		12	
h) Executive Tables		5	
Total			

Signature Over Printed Name/Position

Telephone Number

E-mail Address



TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Supply and Delivery of Office Furniture and Fixtures for the Office of the Government Corporate Counsel.

II. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit Price	Quantity	Total
a) 3 Drawers Lateral Filing Cabinet #18	17,600.00	1	17,600.00
b) 3-Seater Sofa	27,500.00	7	192,500.00
c) 4 Drawers Lateral Filing Cabinet	19,250.00	1	19,250.00
d) 4 Drawers Vertical Filing Cabinet with Safety Vault	21,450.00	1	21,450.00
e) Conference table 12-seater oval	70,000.00	1	70,000.00
f) Executive Chair High Back	15,950.00	7	111,650.00
g) Executive Chair Mid Back	12,298.00	12	147,576.00
h) Executive Tables	11,550.00	5	57,750.00
Total			637,776.00

NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.

III. TECHNICAL SPECIFICATIONS

Furniture and Fixtures	YES	NO	Remarks
a. 3 Drawers Lateral Filing Cabinet Quantity: 1 Specifications: Dimensions: Minimum of 42"h x 36"w x 18"d Thickness: Gauge #18 Color: Gray Enamel Paint: Plain Finish Furnishing Material: Metal Number of File Drawers: 3 File Size: Letter/Legal File Cabinet Assembly: Fully Assembled			



<p>File Cabinet Features: Locking Drawer Glides: Ball Bearing Suspension Safety Features: Key Lock (Lock Included) Warranty: Manufacturer's warranty against rust and corrosion.</p>			
<p>b. 3-Seater Sofa Quantity: 7 Specifications: Dimension: L1800 mm x W750mm x H800mm (Minimum) No. of Seats: 3-seater Material: Leatherette; Fully upholstered Foam: Uratex Color: Black Legs: Manufacturer's standard Warranty: Manufacturer's warranty</p>			
<p>c. 4 Drawers Lateral Filing Cabinet Quantity: 1 Specifications: Dimensions: Minimum of 52"h x 42"w x 18"d Thickness: Gauge #18 Color: Gray Enamel Paint: Plain Finish Furnishing Material: Metal Number of File Drawers: 4 File Size: Letter/Legal File Cabinet Assembly: Fully Assembled File Cabinet Features: Locking Drawer Glides: Ball Bearing Suspension Safety Features: Key Lock (Lock Included) Warranty: Manufacturer's warranty against rust and corrosion</p>			
<p>d. 4 Drawers Vertical Filing Cabinet with Safety Vault Quantity: 1 Specifications: Dimensions: Minimum of 52" H x 18.5" W x 22" D Thickness: Gauge # 22 Color: Gray Powder Coated Furnishing Material: Metal Number of File Drawers: 4 File Size: Letter/Legal File Cabinet Assembly: Fully Assembled File Cabinet Features: Centralized lock on 3 drawers; 1st drawer with safety vault Drawer Glides: Ball Bearing Suspension Safety Features: Key Lock (Lock Included)</p>			



<p>Warranty: Manufacturer's warranty against rust and corrosion</p>			
<p>e. Conference Table 12-seater Oval Quantity: 1 Specifications: Main Table: 12 Seaters Shape: Oval Dimension: Minimum of W118" X D47" X H29" Materials: MFC Board Finish: Beech Wood& Charcoal Gray Accessories: Adjustable Glider Special Feature: Round Edges</p> <p>Warranty: Manufacturer's warranty</p>			
<p>f. Executive Chair HIGH BACK Quantity: 7 Specifications: Color: Black Dimension: Minimum L21" x W34" x H44" (Adjustable) Features: Pneumatic seat , Tilt Lock, Can be reclined, Seat plate w/ lever control for 5-point lateral adjustment for seat load centering, with armrest Material: Leather Base Materials: aluminum diecast Coverings: Seatrest: Leather backrest: Leather Heavy duty Warranty: Manufacturer's warranty</p>			
<p>g. Executive Chair MID BACK Quantity: 12 Specifications: Color: Black Dimension: Minimum 920-1000mm (h) x 565mm (w) x 560mm (d)</p> <p>Features: Pneumatic seat, Tilt Lock, can be reclined, Seat plate w/ lever control for 5 point lateral adjustment for seat load centering, with armrest, with adjustable height Material: fabric Base Materials: aluminum diecast Coverings: Seatrest: fabric; Backrest: fabric</p>			



Heavy duty Warranty: Manufacturer's warranty			
h. Executive Tables Quantity: 5 Specifications: Main Table: 1800mm L x 800mm D x 750mm Ht (minimum) Side Cabinet: 800mm L x 400mm D x 750mm Ht (minimum) Top and Legs: 25 mm thick table top (minimum) Cabinet Carcass: Standard 18 mm thick (minimum) Warranty: Manufacturer's warranty			

IV. REQUIREMENTS FOR BIDDERS

Bidders should submit the following documentary requirements together with their quotations:

1. Mayor's/ Business Permit;
2. Income/ Business Tax Return;
3. PhilGEPS Registration Number; and
4. Omnibus Sworn Statement using the GPPB Prescribed Form (please see attached form).

V. SCOPE OF WORK

- a. Supply and Delivery of Office Furniture and Fixtures shall cover the following:
 - i. Labor: Transportation, field allowance, and incidental expenses of supplier's personnel
 - ii. Materials: such as cutting tools, hammer, nails, electrical wirings, electrical sockets and other incidental materials
 - iii. On-site Inspection: The prospective bidder shall be responsible for coordinating and conducting an on-site inspection of the identified installation site(s).



- b. The winning bidder/supplier shall deliver, install and undertake the scope of work at the given office address below:

Property and Supply Office
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
 3rd Flr MWSS Administration Building, Katipunan Ave., Balara,
 Quezon City

- c. The winning bidder/supplier shall deliver the items within seven (7) calendar days from receipt of the Notice to Proceed.
- d. The items shall be inspected by the supply officer upon delivery.
- e. The winning bidder/supplier shall replace all items with apparent defects and damage within seven (7) days from the date of discovery by the supply officer during the actual inspection.
- f. In case of non-apparent defect or damage on the items, the supply officer shall promptly report this matter to the supplier within three (3) days from the date of discovery thereof.

VI. TERMS OF PAYMENT

- a. Advance payment is not allowed.
- b. The OGCC shall pay the Service Contractor within **60** working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/ documentary requirements.

VII. WARRANTY

- a. The winning bidder shall issue a Certificate for a one (1) year warranty on any work slippage/replacement of parts which are found to be manufacturer’s defect.

Name of Bidder/Representative and Position/Designation

Date

TERMS OF REFERENCE

I. PROJECT TITLE

Supply and Delivery of Office Furniture and Fixtures.

II. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit Price	Quantity	ABC
Furniture and Fixtures			
a) 3 Drawers Lateral Filing Cabinet #18	17,600.00	1	17,600.00
b) 3 Seater Sofa	27,500.00	7	192,500.00
c) 4 Drawers Lateral Filing Cabinet	19,250.00	1	19,250.00
d) 4 Drawers Vertical Filing Cabinet with Safety Vault	21,450.00	1	21,450.00
e) Conference table 12 seater oval	70,000.00	1	70,000.00
f) Executive Chair High Back	15,950.00	7	111,650.00
g) Executive Chair Mid Back	12,298.00	12	147,576.00
h) Executive Tables	11,550.00	5	57,750.00
Total ABC			637,776.00

NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.

III. TECHNICAL SPECIFICATIONS

FURNITURE AND FIXTURES	
a) 3 Drawers Lateral Filing Cabinet	
Specifications:	
Quantity	1
Dimensions:	Minimum of 42"h x 36"w x 18"d
Thickness:	Gauge #18
Color:	Gray
Enamel Paint:	Plain Finish
Furnishing Material:	Metal
Number of File Drawers:	3
File Size:	Letter/Legal
File Cabinet Assembly:	Fully Assembled
File Cabinet Features:	Locking
Drawer Glides:	Ball Bearing Suspension
Safety Features:	Key Lock(Lock Included)
Warranty:	Manufacturer's warranty against rust and corrosion
b) 3 Seater Sofa	
Specifications	
Quantity:	7
Dimension:	L1800 mm x W750mm x H800mm (Minimum)
Orientation:	3 seater
Material:	Leatherette; Fully upholstered
Foam	Uratex
Color:	Black

Legs:	Manufacturer's standard
Warranty:	Manufacturer's warranty
c) 4 Drawers Lateral Filing Cabinet	
Specifications:	
Quantity:	1
Dimensions:	Minimum of 52"h x 42"w x 18"d
Thickness:	Gauge #18
Color:	Gray
Enamel Paint:	Plain Finish
Furnishing Material:	Metal
Number of File Drawers:	4
File Size:	Letter/Legal
File Cabinet Assembly:	Fully Assembled
File Cabinet Features:	Locking
Drawer Glides:	Ball Bearing Suspension
Safety Features:	Key Lock (Lock Included)
Warranty:	Manufacturer's warranty against rust and corrosion
d) 4 Drawers Vertical Filing Cabinet with Safety Vault	
Specifications:	
Quantity:	1
Dimensions:	Minimum of 52" H x 18.5" W x 22" D
Thickness:	Gauge # 22
Color:	Gray
Powder Coated	
Furnishing Material:	Metal
Number of File Drawers:	4
File Size:	Letter/Legal
File Cabinet Assembly:	Fully Assembled
File Cabinet Features:	Centralized lock on 3 drawers; 1st drawer with safety vault
Drawer Glides:	Ball Bearing Suspension
Safety Features:	Key Lock (Lock Included)
Warranty:	Manufacturer's warranty against rust and corrosion
e) Conference Table 12 seater Oval	
Specifications	
Quantity:	1
Main Table:	12 Seaters
Shape:	Oval
Dimension:	Minimum of W118" X D47" X H29"
Materials:	MFC Board
Finish:	Beech Wood & Charcoal Gray
Accessories:	Adjustable Glider
Special Feature:	Round Edges
Warranty:	Manufacturer's Warranty
f) Executive Chair HIGH BACK	
Specifications	
Quantity:	7
Color:	Black
Dimension:	Minimum L21" x W34" x H44" (Adjustable)

Features:	-Pneumatic seat -Tilt Lock -Can be reclined -Seat plate w/ lever control for 5 point lateral adjustment for seat load centering -with armrest
Material:	Leather
Base Materials:	aluminum diecast
Coverings:	Seatrest: Leather backrest: Leather
Heavy Duty	
Warranty:	Manufacturer's warranty

g) Executive Chair MID BACK

Specifications	
Quantity:	12
Color:	Black
Dimension:	Minimum 920-1000mm (h) x 565mm (w) x 560mm (d)
Features:	-Pneumatic seat -Tilt Lock -Can be reclined -Seat plate w/ lever control for 5 point lateral adjustment for seat load centering -with armrest -with adjustable height
Material:	Fabric
Base Materials:	Aluminum diecast
Coverings:	Seatrest: fabric; Backrest: fabric
Heavy Duty	
Warranty:	Manufacturer's warranty

h) Executive Tables

Specifications	
Quantity:	5
Main Table Dimensions:	Minimum 1800mm L x 800mm D x 750mm Ht
Side Cabinet Dimensions:	Minimum 800mm L x 400mm D x 750mm Ht
Top and Legs:	Minimum 25 mm thick table top (minimum)
Cabinet Carcass:	Minimum Standard 18 mm thick
Warranty:	Manufacturer's warranty

i) REQUIREMENTS FOR BIDDERS

- a. Bidders must be registered with PhilGEPS.
- b. Bidders must read and understand the terms and conditions indicated in the Request for Quotation of OGCC.

j) SCOPE OF WORK

- a. The winning bidder/supplier shall deliver, install and undertake the scope of work at the given office address below:

**Property and Supply Office
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**

3rd Flr MWSS Administration Building, Katipunan Ave., Balara,
Quezon City

- b. The winning bidder/supplier shall deliver the items within 7 calendar days from receipt of the Notice to Proceed.
- c. The items shall be inspected by the supply officer upon delivery.
- d. The winning bidder/supplier shall replace all items with apparent defects and damage within seven (7) days from the date of discovery by the supply officer during the actual inspection.
- e. In case of non-apparent defect or damage on the items, the supply officer shall promptly report this matter to the supplier within three (3) days from the date of discovery thereof.

k) TERMS OF PAYMENT

- a. Advance payment is not allowed.
- b. See Terms and Conditions indicated in the Request for Quotation.