

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Date: 12/06/2024  
Quotation No. 2024-104

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

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

Business Name: \_\_\_\_\_

Tax Identification Number (TIN): \_\_\_\_\_

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

Please quote your **lowest price** on the item/s listed below, subject to the General Conditions set on this document, and submit your quotation duly signed by your representative not later than **9:00AM of 11 December 2024** in the return envelope attached herewith. **(For VAT registered entities, quotation should be VAT-inclusive)**

  
**RUBY MARIA O. G. MAPON**  
BAC Chairperson/Port Services Division Manager

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN
  2. DELIVERY PERIOD WITHIN 14 DAYS UPON RECEIPT OF THE APPROVED FUNDED P.O.
  3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
  5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
  6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF APPLICABLE
  7. APPROVED BUDGET FOR THE CONTRACT (ABC): Php 325,000.00
  8. FOR SMALL VALUE PROCUREMENT WITH ABCs ABOVE Php50K, THE BIDDER WITH LOWEST QUOTED PRICE SHALL SUBMIT A DULY NOTARIZED OMNIBUS SWORN STATEMENT (OSS) AS REQUIRED UNDER THE 2016 REVISED IRR OF RA 9184. THE BIDDER SHALL SUBMIT THE OSS BEFORE THE ISSUANCE OF PURCHASE ORDER. FAILURE TO SUBMIT WITHIN 7 WORKING DAYS UPON RECEIPT OF THE NOTICE OF AWARD SHALL BE GROUND FOR A FORFEITURE OF THE P.O. AND SHALL BE AWARDED TO THE NEXT LOWEST BIDDER.
  9. FOR DIRECT CONTRACTING, THE SUPPLIER SHALL POST A WARRANTY SECURITY FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES (SEE ATTACHED: FORMS OF WARRANTY SECURITY.)

**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.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
<b>Procurement of Semi-Expendable Furniture, Fixture and Books Expense</b>					
1	Space Saver Steel Locker Cabinet with Padlock Hasp and Name Plate (TMO-OPOL)	2	PC		
2	Sr. Executive Chair with chromeplated support and armrest, Black, Heavy-duty Steel Leg (OPM-1pc, PSD-2pcs, TMO-OPOL-2pcs)	5	PC		
3	Steel storage shelf 5-layer (TMO CAMIGUIN)	1	PC		

4	Executive Office Table - L Shape, with 3-drawer steel mobile pedestal (OPM and PSD)	2	PC		
5	Steel Metal Cabinet with adjustable shelves, 2-door with lock, color: Light Gray (OPM)	1	PC		
6	Office Cubicle, Single Seater, 60x255x110cm, Laminated, color: Beechwood Table Top and Cabinet with 3-Drawer Mobile Pedestal, Frosted Top Glass (BDMO-3PCS, PSD-6pcs)	9	PC		
7	Steel storage Cabinet (2-door sliding glass) (TMO-CAMIGUIN)	1	PC		

**REMARKS:**

**Brand and Model :** \_\_\_\_\_

**Delivery Period :** \_\_\_\_\_

**Warranty :** \_\_\_\_\_

**Price Validity :** \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

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

\_\_\_\_\_  
Position / Designation

\_\_\_\_\_  
Tel. No. / Cellphone No.

\_\_\_\_\_  
email address

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

**PR No. CDO-2590-24**

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all 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 dominated 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 PPA PMO MO/C Technical Inspector 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 Responsive Quotation, PPA PMO MO/C 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.
12. Liquidated damages equivalent to the one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. PPA PMO MO/C 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.

For any clarifications, you may contact us at telephone no. (088) 8561264/8564667; or cellphone no. 09061647613 or email address at **[moc\\_supply@ppa.com.ph](mailto:moc_supply@ppa.com.ph)**.