

Date July 5, 2023
 PURCHASE REQUEST NO. PUE 2737-23
 Approved Budget for the Contract P 175,000.00
 Mode of Procurement Shopping



REQUEST FOR QUOTATION

NAME OF COMPANY: _____
 ADDRESS: _____



Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on the page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your authorized representative not later than _____.

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately. Do not alter the contents of this form in any way.
2. Quotations with erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
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.

Sir / Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item	Qty	Unit	Item/s and Description	Unit Price
1	12	pc	Boltless Storage Rack 5 level metal, at least 200 kgs. Capacity, boltless and adjustable layers, foot pad protector, easy to assemble, size : 180 cm (H) x 45 cm (W) x 120 cm (L) 	
2	2	pc	Brochure Display Rack can hold up to 40 brochures, sturdy wire or aluminum pockets, floor standing (see samples) 	
3	3	pc	Swivel Chair, ergonomic office chair, adjustable height, 360 rotate mesh with arm rest	
4	15	pc	Table, clerical made of good quality wood with center and 2 side drawers with lock, fully varnish. Size : 120x60x75 cm	
5	8	pc	Monoblock chair with arm Color : White	
6	10	pc	Mega Storage box, 120L, clear WxHxL 52cmx44cmx72.3cm	

NOTE: We deduct 4% tax for goods and 5% tax for services for NON-VAT Registered Suppliers and 6% tax for goods and 7% tax for services for VAT-Registered Suppliers.

NOTE:

1. Price quotations shall be inclusive of all applicable taxes.
2. Delivery period shall be within **forty-five (45) calendar days** from receipt of Notice of Award/Purchase order (P.O).
3. The P.O shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
4. Terms of payment within **thirty (30) calendar days** from date of acceptance and submission of required documents
5. **Bidders shall submit with the quotations brochures or write brand / picture of the products being offered.**

 Signature over Printed Name


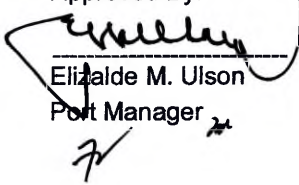
 Position/Designation

 Contact Number

PURCHASE REQUEST

PHILIPPINE PORTS AUTHORITY

Run Date: 19-JUN-2023 07:21:13
Run By: ALVAREZOC

Department: Resource Management Division_PPR			PR No.: PUE-2737-23		
Section:			Date: 19-JUN-23		
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
NPS-PPA059	PC	Mega Storage Box, 120L, clear, WxHxL 52cm x 44cm x 72.3cm	10.00	1.00	10.00
OFF-ASD406	PC	Monoblock Chair with arm	8.00	1.00	8.00
OOS-ASD3192	PC	Boltless Storage Rack, 5 level metal, at least 200kgs. capacity, boltless and adjustable layers, foot pad protector, easy to assemble, size:180cm (H) x 45cm (W) x 12cm (L)	12.00	1.00	12.00
OFF-ASD406	PC	Swivel Chair, ergonomic office chair, adjustable height, 360 rotate mesh with arm rest	3.00	1.00	3.00
OOS-ASD3027	PC	Brochure Display Rack, can hold up to 40 brochures, sturdy wire or aluminum pockets, floor standing	2.00	1.00	2.00
OEN-ASD601	PC	Table, clerical, made of good quality wood with center and 2 side drawers with lock, fully varnish, size 120 x 60 x 75cm	15.00	1.00	15.00
Total - Resource Management Division_PPR					50.00
Purpose: Semi-Expendable Furniture, Fixture for 3rd and 4th Quarters 2023 as per approved PPMP..					
Requested By:		Approved By:			
Signature:					
Printed Name:	Ofelia C. Alvarez	Elizalde M. Uilson			
Designation:	Puerto Princesa PR Preparer	Port Manager			