

**PHILIPPINE PORTS AUTHORITY**

PMO - Eastern Leyte/Samar  
Port Area, Tacloban City  
Tel. No. (053) 321-8057, 321-4152

**Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)**

**REQUEST FOR QUOTATION**

RFQ for P.R. No.:	<b>TAC-3310-19</b>	P.R. Date:	<b>May 15, 2019</b>
Date Of Quotation:	<b>May 17, 2019</b>	Revised on:	<b>November 21, 2018</b>
Project/Title:	<b>Office Furniture</b>		
Office/End-User:	<b>Admin, PPA PMO-Eastern Leyte/Samar</b>		

Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat not later than **12:00 noon of May 28, 2019**. OPENING OF BIDS shall follow at **2:00 p.m.** on the same day at PPA, PMO-Eastern Leyte/Samar, Conference Room, Port Area, Tacloban City.

ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Steel Filing Cabinet, Lateral, 2 drawers, black color	3	pc	7,500.00	22,500.00		
2	Steel Filing Cabinet, 4 Drawers, Black, L-24" x W-18" x H-53", with lock	2	pc	13,500.00	27,000.00		
3	Mono Block Square Table, L-36" x W-36" x H-28", White Color	5	pc	2,340.00	11,700.00		
4	Dish Organizer, with dish drainer; 3 layers w/ sides rack, stainless	2	pc	2,500.00	5,000.00		
5	Clerical/Office Chair, Mesh Chair, black color, leatherette, w/ arm & gas lift star base	35	unit	3,500.00	122,500.00		
6	Computer Table, upright metal/steel support, with pull-out tray/drawer	6	pc	4,800.00	28,800.00		
7	Computer Chair, Mesh Chair, gray, swivel without arm rest, with gas lift, star base with roller	8	pc	4,200.00	33,600.00		
8	Executive Swivel Chair, High Back, black color, leatherette, w/ arm & gas lift star base	6	unit	7,500.00	45,000.00		
9	Typewriter Table, with drop leaf sides and drawer, Typewriter stand w/ wheels and brakes. Dimensions: Height 26", width 35.5", Depth: 14.5"	3	pc	4,000.00	12,000.00		
	X-X-X-X-X						
				TOTAL ABC Php	<b>308,100.00</b>	BIDDER'S TOTAL QUOTATION Php	

NOTE: For use in the Baseport and Terminal Ports of PMO-ELS.

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

**TERMS AND CONDITIONS**  
**Small Value Procurement (SVP)**

- Fill-up all entries legibly; typewritten or handwritten.
- Except for PPA PMO-EL/S accredited suppliers, attach the following documents **duly signed** by your authorized representative:
  - Mayor's Business Permit - 2019
  - PhilGEPS Registration
  - Income/Business Tax Return - 2018
- Submit duly notarized **Omnibus Sworn Statement** if awarded the contract.

RFQ for PR TAC-3310-19

4. Quote on all items specifying the **unit cost for each item**, the **total cost**, and the **total price quotation**.
5. Any **alteration, erasures or overwriting** shall be valid only if they are **signed** or initialed by the bidder.
6. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as **"Failed"** under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.
7. The contract shall be awarded to the bidder with the **Lowest Calculated and Responsive Bid**.
8. Deliver the goods within **twenty-five (25) calendar days** from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods to be delivered for every day of delay.
9. Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
10. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
11. The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.
12. The pertinent provisions of RA 9184 and its Revised IRR shall govern other matters not expressly mentioned herein.



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**ATTY. GLENN S. LAGUNAY**  
Chairperson, BAC-PGCS/EP