

**PHILIPPINE PORTS AUTHORITY**

PMO - Eastern Leyte/Samar

Port Area, Tacloban City

Tel. No. (053) 321-8057, 321-4152

Email Add: esd\_pmoels@yahoo.com

**Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)**  
**REQUEST FOR QUOTATION**RFQ for P.R. No.: **TAC-3663-20**P.R. Date: **September 05, 2020**Date Of Quotation: **September 18, 2020**Revised on: **January 23, 2020**Project/Title: **Office Furniture**Office/End-User: **Admin, PPA PMO-Eastern Leyte/Samar**

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 September 24, 2020**. 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	Gang Chair, 4 seaters, stainless steel, silver color, including delivery to TMO-Liloan	1	PC	8,500.00	8,500.00		
2	Mono Block Chairs, White color, including delivery to TMO-Calbayog	5	PC	370.00	1,850.00		
3	Steel Filing Cabinet, 4 drawers, Black color, heavy duty, including delivery to Catbalogan (2 units) Calbayog (2 units)	10	PC	14,000.00	140,000.00		
4	Steel Filing Cabinet, 2 drawers, black color, heavy duty, including delivery to Catbalogan (2 units)	3	PC	10,000.00	30,000.00		
5	Clerical/Office Table, L-120cm X W-60cm X H-76cm, with center drawer and 3 sides drawer both sides (Pls. see attached specifications)	15	PC	10,000.00	150,000.00		
6	Computer Table. MDF material, center drawer with table keyboard holder at the lower part, with roller ball, including delivery to Catbalogan (3 units)	16	PC	6,000.00	96,000.00		
7	Executive Swivel Chair, High back, Black Leatherette, sleek metal star base w/ roller (L-63cm X D-56cm X H-97cm) including delivery to Catbalogan (1 unit)	2	PC	8,000.00	16,000.00		
8	Office Chair, Mesh chair swivel w/ arm rest, adjustable gas lift, star base metal w/ roller (L-42cm X D-45cm X H-82cm)	19	UNIT	5,000.00	95,000.00		
9	Computer Chair, Mesh chair swivel w/o arm rest with gas lift and star base metal with roller, including delivery to Catbalogan (3 units)	19	PC	5,000.00	95,000.00		
	X-X-X-X-X						

TOTAL ABC  
Php

632,350.00

BIDDER'S TOTAL  
QUOTATION PhpNOTE: **For use in the Baseport and Terminal Ports of PMO-ELS.**

PRINTED NAME &amp; SIGNATURE OF AUTHORIZED REPRESENTATIVE

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

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

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

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

- Fill-up all entries legibly; typewritten or handwritten.
- Submit the photocopy of the following documents prior to payment:
  - Mayor's Business Permit - 2020
  - PhilGEPS Certificate of Registration
  - Income/Business Tax Return
  - Omnibus Sworn Statement

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"
7. The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation.**
8. Deliver the goods within **twenty-five (25) calendar days** from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated
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.



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