



Republic of the Philippines
Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Veterans Compound
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION

The Philippine Veterans Affairs Office (PVAO), through its Bids and Awards Committee will undertake a Small Value Procurement for the **“Supply and Delivery of Office Equipment”** in accordance with Section 53.9 of the 2016 Revised IRR of RA 9184. The details of the project are as follows:

Project Title	:	Supply and Delivery of Office Equipment
ABC	:	Eight Hundred Forty-Eight Thousand Pesos (P 848,000.00)
Specifications	:	See the attached Price Quotation Form (<i>Annex “A”</i>)
Delivery Period	:	Within thirty (30) calendar days upon receipt of the Notice to Proceed
Location	:	PVAO Compound, Camp Gen. Emilio Aguinaldo, Quezon City

Submission of sealed **Price Quotation** (*using the prescribed form, Annex “A”*) and **Brochures of the product being offered** is on or before **5:00 P.M. of 16 November 2021** at the PVAO-Bids and Awards Committee Secretariat, 2nd Floor Building No. 4 (Procurement Office), Philippine Veterans Affairs Office, Veterans Compound, Camp General Emilio Aguinaldo, Quezon City. Open submission may be done, manually and electronically thru procurement.service@pvao.gov.ph and/or thru facsimile no. 8912-4649.

General Conditions:

1. All entries must be legibly written.
2. The price shall be valid for a period not less than sixty (60) calendar days from date of quotation.
3. Only technically, legally and financially capable supplier/contractor may be allowed to join. Bidders shall submit within five (5) calendar days from receipt of the notice having submitted the lowest calculated quotation, the following documentary requirements:
 - a) Current Mayor’s/Business Permit;
 - b) PhilGEPS Registration Number;
 - c) Latest Income/Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and
 - d) A duly accomplished Omnibus Sworn Statement in the form prescribed by the 2016 RIRR of RA 9184 with Secretary’s Certificate or Special Power of Attorney as applicable.
4. The PVAO reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by PVAO and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities.

For inquiry, you may contact us at tel. no. 8912-4649.

BY THE AUTHORITY OF THE
PVAO BIDS AND AWARDS COMMITTEE:


ENGR. DIOMEDES C. PALOR
Head, BAC Secretariat

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Philippine Veterans Affairs Office
 PVAO Compound, Camp General Emilio Aguinaldo,
 Quezon City

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the **Supply and Delivery of Office Equipment**, as follows:

Item No.	Item Description/Specifications	Qty.	Unit	Unit Price	Amount	Product Offered
1	Office Table <ul style="list-style-type: none"> ▪ Top Panel <ul style="list-style-type: none"> - Scratch & Water Resistant Laminated Board - Bullnose edges - Number of Grommet Holes: 2 ▪ Front and Side Panels <ul style="list-style-type: none"> - Powder Coated Steel/Metal ▪ Table Dimension <ul style="list-style-type: none"> - Height: 740mm (±20) - Width: 1,200mm (±20) - Depth: 700mm (±20) ▪ Drawer <ul style="list-style-type: none"> - Powder Coated Steel/Metal - With locking system (2 keys incl.) ▪ Drawer Dimension <ul style="list-style-type: none"> - Height: 100mm (±20) - Width: 500mm (±20) - Depth: 400mm (±20) ▪ Color: Light Gray 	45	units			
2	Mobile Pedestal Drawer <ul style="list-style-type: none"> ▪ Material: Powder Coated Steel/Metal ▪ Height: 655mm (±20) ▪ Width: 400mm (±20) ▪ Depth: 565mm (±20) ▪ Number of Drawers: 3 ▪ Number of Swivel Castors: 5 ▪ Centralized Locking System (with 2 keys) ▪ With 1 pen tray and 1 file divider ▪ Color: Light Gray 	50	units			
3	Office Chair, Junior Executive <ul style="list-style-type: none"> ▪ Seat and Backrest <ul style="list-style-type: none"> - Padded Faux/Polyurethane Leather - Backrest Height: 450 - 550mm - Seat Size: 480 x 500mm (±50) - Color: Black ▪ Armrest <ul style="list-style-type: none"> - Plastic (Non-padded) - Color: Black ▪ Cylinder & Mechanism <ul style="list-style-type: none"> - Pneumatic/Gaslift Height Adjustment - Tilt-Lock Function ▪ Base <ul style="list-style-type: none"> - Chrome Plated 5-prong legs (Starbase) with casters 	30	units			
4	Lateral Filing Cabinet <ul style="list-style-type: none"> ▪ Material: Powder Coated Steel/Metal ▪ Material Thickness: At least Gauge 20 ▪ Height: 1,219.20 - 1,524.00mm ▪ Width: 762 - 914.40mm ▪ Depth: 426.72 - 457.20mm 	6	units			

	<ul style="list-style-type: none"> ▪ Number of Drawers: 4 ▪ Orientation of Drawers: Horizontal ▪ With Anti-tilt mechanism ▪ Centralized Locking System (with 2 keys) ▪ 3-section slide rails Color: Light Gray					
5	Paper Shredder, Electric <ul style="list-style-type: none"> ▪ Automatic Shredding ▪ Shred Type: Cross Cut/Confetti ▪ Capable of shredding papers, CDs and PVC cards ▪ Shred Size: ≤ 4 x 20mm ▪ Waste Bin Capacity: ≥ 20 liters ▪ Horizontal Entry Width: ≥ 220mm ▪ Noise level: ≤ 70 dB ▪ Shred Speed: ≥ 2M per minute ▪ Duty cycle: ≥ 20 Minutes On, ≤ 40 Minutes Off ▪ No. of Paper Sheets per Entry: ≥ 8 ▪ With castors for mobility ▪ Power input should be compatible for conventional outlets (220V Type-A Socket) or appropriate adapter/s should be included in the package. Operational instructions or manual should be included as well. 	14	units			
6	Laminating Machine <ul style="list-style-type: none"> ▪ Adjustable Temperature Control ▪ With Overheating Protection ▪ With Pilot Lights/Power Indicator ▪ Warm Up Time: ≤ 5 min. ▪ Can be operational for A3 size films ▪ Power input should be compatible for conventional outlets (220V Type-A Socket) or appropriate adapter/s should be included in the package. Operational instructions or manual should be included as well. 	2	units			
7	Flat Plate Weighing Scale, Mechanical <ul style="list-style-type: none"> ▪ Capacity: 50 - 60kg ▪ Flat top metal plate ▪ With adjustment knob for calibration ▪ Powder Coated Finish 	2	units			
Total Amount						

Note: 1) Partial bid is not allowed. Awarding shall be in a single lot basis.
 2) Attach brochures of the product being offered.

(Amount in Words) _____

The above-quoted price is inclusive of all cost and applicable taxes.

 SIGNATURE OVER PRINTED NAME
 (Duly authorized to sign the Bid)

 BUSINESS ADDRESS

 NAME OF COMPANY

 TELEPHONE/FAX NO/EMAIL ADDRESS