



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 Furniture”** 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 Furniture
ABC	:	Six Hundred Sixty Thousand Pesos (P 660,000.00)
Specifications	:	See the attached Price Quotation Form (<i>Annex “A”</i>)
Delivery Period	:	Within sixty (60) 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 **Documentary Requirements** is on or before **5:00 PM of 12 April 2022** 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. Documentary Requirements shall include the following:

- Current Mayor’s/Business Permit or in cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit;
- PhilGEPS Registration Number;
- Latest Income/Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and
- 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.

Open submission may be done, manually and electronically thru procurement.service@pvao.gov.ph and/or thru facsimile no. 8912-4649.

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 Furnitures**, as follows:

Item No.	Item Description/Specification	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 - With Grommet Holes ▪ 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 Dimension <ul style="list-style-type: none"> - Height: 100mm (±20) - Width: 500mm (±20) - Depth: 400mm (±20) ▪ Color: Light Gray ▪ Warranty: 1 Year 	45	units			
2	Office Chair, Managerial/Junior Executive <ul style="list-style-type: none"> ▪ Backrest <ul style="list-style-type: none"> - Upholstery: High-density Mesh - Backrest Height: 450 - 550mm - Color: Black ▪ Seat <ul style="list-style-type: none"> - Upholstery: Cushioned Mesh or Cushioned Fabric or Combination of Cushioned Mesh and Fabric - Seat Size: 480 x 500mm (±50) - Color: Black ▪ Armrest <ul style="list-style-type: none"> - Vinyl Plastic (Non-padded) - Color: Black ▪ Cylinder & Mechanism <ul style="list-style-type: none"> - Pneumatic/Gaslift Height Adjustment - Tilt-Lock Function - Rotating (360°) Function ▪ Base <ul style="list-style-type: none"> - 5-prong legs with casters - Color: Black or Chrome ▪ Warranty: 1 Year 	30	units			

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3	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 Mobile Castors: 5 ▪ Centralized Locking System (with 2 keys) ▪ With 1 pen tray and 1 file divider ▪ Color: Light Gray ▪ Warranty: 1 Year 	50	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 ▪ 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 ▪ Warranty: 1 Year 	6	units			
Total Amount						

Note: 1) Partial bid is not allowed. Awarding shall be in a single lot basis.
2) Attach brochures/pictures 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

