



Republic of the Philippines

Sandiganbayan

Quezon City

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sandiganbayan_supplysection@yahoo.com

Contact Persons: Thelma Marco/Joy Gallego/Connie Haplasca

APPROVED FOR POSTING

RFQ No.: 286-2023

Date: October 6, 2023

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

OCT 06 2023

REQUEST for QUOTATION

The Sandiganbayan, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
1	1 LOT	<p>FABRICATED SLOTTED RACK ADJUSTABLE SHELVES</p> <p>5 pcs. Side metal cold rolled cover, 0.8mm slotted adjuster hole, with hanger support, 7 pcs. GA 20 metal shelves and 8 layer with 1mm metal frame in powder coated, 1 mm base board support in gray. 1800mm width x 420mm depth x 2200mm height.</p> <p>1 pc. Side metal cold rolled cover, 0.8mm slotted adjuster hole, 7 pcs. GA 20 metal shelves and 1mm metal frame in powder coated, 1 mm base board support in gray. 1200mm width x 420mm depth x 2200mm height</p> <p>1 pc. Side metal cold rolled cover, 0.8mm slotted adjuster hole, 7 pcs. GA 20 metal shelves and 1mm metal frame in powder coated, 1 mm base board support in gray. 900mm width x 420mm depth x 2200mm height</p> <p><i>Inclusive of supply, installation, and delivery of the item. Ocular inspection for Certificate of Appearance is required.</i></p>	PR# 23-09-804	300,000.00
		nothing follows	Total:	P 300,000.00

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attach quotation form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty; if any
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if any
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address to:
Atty. RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division

3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.

2. Delivery period shall be within Thirty (30) working days upon receipt of the PO.

3. Failure of the supplier to deliver the amount paid by the Sandiganbaya.

4. Goods supplied are subject to said inspection and acceptance of items of this Terms and Conditions.

5. Price Quotation/s must be valid for drugs and/or medicines which must be

6. Altering and/or amending the alteration or amendment is advantageous

7. In case of tie, the concerned party in accordance with GPPB Circular 06-20

8. The Sandiganbayan reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

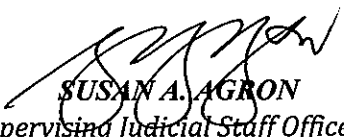
9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

10. Prior to award or payment, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements² :

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Sandiganbayan shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Very truly yours,


SUSAN A. AGRON
 Supervising Judicial Staff Officer
 OIC- Property and Supply Section

¹ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II., Annex "H" of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

*Hi Engr,
 In anticipate to pong 30 days
 ang delivery period since fabricated
 po pong item.
 for your approval po.
 Thank You! to Jen*

liable for the payment of the difference offered by the delinquent supplier. Representative. Payment shall be made after 15 days, and further subject to Item No. 11 late of submission, except for quotations responsive/non-compliant, unless such "or any other similar method of chance,

Price Quotation Form

Administrative Division
 Sandiganbayan
 Sandiganbayan Centennial Building
 Batasan Road, Quezon City

Attn: Supply Section

Sir:
 After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Quantity	Description	Supplier's Quotation
1	1 LOT	<p>FABRICATED SLOTTED RACK ADJUSTABLE SHELVES</p> <p>5 pcs. Side metal cold rolled cover,0.8mm slotted adjuster hole, with hanger support, 7 pcs. GA 20 metal shelves and 8 layer with 1mm metal frame in powder coated, 1 mm base board support in gray. 1800mm width x 420mm depth x 2200mm height.</p> <p>1 pc. Side metal cold rolled cover, 0.8mm slotted adjuster hole,7 pcs. GA 20 metal shelves and 1mm metal frame in powder coated, 1 mm base board support in gray. 1200mm width x 420mm depth x 2200mm height</p> <p>1 pc. Side metal cold rolled cover, 0.8mm slotted adjuster hole,7 pcs. GA 20 metal shelves and 1mm metal frame in powder coated, 1 mm base board support in gray. 900mm width x 420mm depth x 2200mm height</p> <p><i>Inclusive of supply, installation, and delivery of the item. Ocular inspection for Certificate of Appearance is required.</i></p>	
nothing follows			

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name & Signature of Authorized Representative

 Name of Company

 Company Address

 Tax Identification Number (TIN)

 PhilGEPS Registration Number (required prior to award):

 Contact Number/s

 Email Address