

January 5, 2018

Sir/madam:

**Request for Quotations of Prices**

Please quote your lowest prices to the Government on the following items:

- One (1) lot**      **Various Office Furniture:** ..... P \_\_\_\_\_ /lot
- One (1) unit**      **EXECUTIVE CHAIR** for Justice, High Back Armchair, Dimension: 660W x 640D x 1145-1235SH mm; 530 sw x 470sd x 440-530SH mm; 60mm Nylon Heavy Duty Twin Castor Sleek Aluminum Polich Chair Base; Imported Gaslift; Standard 5-Locking Mechanism with Slide; Adjustable Tension Knob; Chrome Adjustable Armrests with PU Pad and Arm Sliding
- Two (2) units**      **CLERICAL CHAIR**, heavy duty with arm rest, metal frame with Pneumatic Height Adjustment (Gas Lift)
- Four (4) units**      **COMPUTER CHAIR** with arm rest, heavy duty, with gas lift
- Two (2) units**      **Filing Steel Cabinet, 3-DRAWER VERTICAL FILING CABINET**, Approx. W46 x D62 x H101.6 cm, 6mm metal (thickness), Gauge #20, with central lock, metal glider; powder coated light gray
- Two (2) units**      **4-DRAWER VERTICAL FILING CABINET**, Approx. W46 x D62 x H133 cm, 6mm metal (thickness), Gauge #20, with central lock, metal glider; with one (1) divider each drawer, powder coated light gray
- Two (2) units**      **4-DRAWER LATERAL FILING CABINET**, Approx. H132.08 X W 45.72 X D 55.88 cm, 6mm metal (thickness), Gauge #20, with central lock, metal glider; powder coated light gray

**Important Notes:** All items with Warranty of one (1) year and Please submit quotation with specification, images and warranty details for each item.

**IMPORTANT CONDITIONS**

1. All quotations submitted to this Office are considered an offer of the items specified above at the prices quoted thereon and a guaranty of availability of the quoted items. In the event that the offer is accepted, a PURCHASE ORDER FOR items above-mentioned will be sent to the dealers concerned advising them such acceptance, the delivery of the said items and the availability of funds needed for this purpose.
2. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment therefore will be effected after the said inspection and acceptance of the items supplied, subject to the usual audit requirements.
3. This Office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.
4. That the dealer should specify below, the duration of the time they can hold the items available for this agency, and the penalty of failure to deliver within the period stipulated for reasons of non-availability of stock, contrary to the guaranty of its availability contained in the quotations submitted, will be the payment of the difference of the amount paid by this agency to the dealer quoting the next lower price, and that offered by the delinquent dealer.
5. That the Official Invoice/Official Receipt of dealer contains his/her firm's Tax Account No. and BIR Permit No. pursuant to P.D. 1255, as amended.
6. This Office shall require the submissions of the following documents from the dealer/offeror which submitted the *Lowest Calculated and Responsive Quotation* prior to payment, in accordance with Annex "H", Appendix A, Item No. 11 of the 2016 Revised Implementing Rules and Regulations of Republic of Republic Act No. 9184:
  - a. latest Mayor's/Business Permit;
  - b. latest Certificate of PhilGEPS Registration; and
  - c. latest Income/Business tax returns
  - d. Omnibus Sworn Statement
7. The above-quoted prices are inclusive of all costs and applicable taxes.

CANVASS BY:

Very truly yours,

  
**PANCHITO CALAVAREN, JR.**  
Supply Officer III

We are pleased to quote our lowest prices of the items indicated above under the foregoing conditions set forth.