



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION
Negotiated Procurement-Small Value Procurement

The Bureau of the Treasury – National Capital Region (BTr-NCR) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **Supply and Delivery of Various Semi-Expendable Furniture and Fixtures for the BTr-NCR Office**, subject to the conditions stated in the Terms and Conditions.

The details of the project are as follows:

Name of Project:	Supply and Delivery of Various Semi-expendable Furniture and Fixtures for the BTr-NCR Office Lot 1: Twenty-Two (22) Steel Racks Lot 2: One (1) Executive Chair Lot 3: Four (4) Lateral Filing Cabinets Lot 4: Four (4) Mobile Pedestals
Location:	Bureau of the Treasury – National Capital Region 3 rd Floor, Palacio del Gobernador Bldg., Intramuros, Manila
Mode of Procurement:	Negotiated Procurement - Small Value Procurement
Approved Budget for the Contract:	Lot 1: Php 220,000.00 (Php 10,000/unit) Lot 2: Php 10,000.00 Lot 3: Php 75,000.00 (Php 15,000/unit) Lot 4: Php 16,000.00 (Php 4,000/unit) Inclusive of 12% VAT, installation, delivery cost, and all other charges.
Delivery Period:	Within Ten (10) Calendar Days from receipt of the Purchase Orders (POs)
Deadline of Submission of Quotation/s:	2 December 2022 / 3:00 PM

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q





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Quotations or proposals must be submitted together with the documents mentioned below, **on or before 3:00 PM of December 2, 2022**, through the email address, vvocampo@treasury.gov.ph.

- **Certified True Copy of PhilGEPS Registration Number/Certificate**
- **Bureau of the Internal Revenue (BIR) Certificate of Registration**
- **Omnibus Sworn Statement**

The BTr-NCR reserves the right to reject any and all quotations/bids, to annul the procurement process, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government.

For questions and/or clarifications, please contact Ms. Vivian V. Ocampo at telephone number 8527-2786 or email her at vvocampo@treasury.gov.ph.

CONCEPCION S. AUSTRIA
Chairperson, Bids and Awards Committee
Bureau of the Treasury-National Capital Region



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TERMS AND CONDITIONS

1. Suppliers/Bidders shall provide correct and accurate information on their quotations/proposals. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or any of its duly authorized representative(s).
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
3. Price quotation(s), to be denominated in Philippine peso shall be inclusive of 12% VAT, installation, delivery cost, and all other charges.
4. Quotations exceeding the Approved Budget for the Contract per lot shall be rejected instantaneously.
5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BTR-NCR shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
6. Purchase Order shall be awarded to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
7. The item/s shall be delivered according to the accepted offer of the bidder/s.
8. Delivered items are subject to inspection with payment processing to commence only after acceptance by BTr-NCR.
9. Payment shall be made after delivery and upon submission of the required supporting documents, i.e., order slip and/or billing statement by the supplier.
10. 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 BTR-NCR 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.

Prepared by:

Reviewed and Approved by:

MA. SIA F. BAÑEGA

TOO III/Actg. Admin. Officer

FLORENCE B. ALMADRIGO

Director II, Bureau of the Treasury – NCR

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After having carefully read and accepted the terms and conditions, I/We submit our quotation(s) for the item(s) as follows:

Lot No.	Qty	Unit	Item Description	Minimum Specifications		ABC	Supplier's Offer		Statement of Compliance
							Unit Cost	Total Cost	
1	22	units	Steel Racks	Material: Color: Type: Dimension: (L x W x H) Others:	Steel/Metal White/Gray Four (4) Layer - Steel Racks 43 X 16 x 72 in Heavy Duty	PHP 220,000.00			
2	1	unit	Executive Chair	Seat Material: Color: Base Type & Material: Base Capacity: Chair Seating Capacity: Mechanism Type:	Leather Upholstery, High back, with armrest Black Chromed Steel with PP casters 200 kgs 125 kgs Tilt Lock Mechanism, Pneumatic Height Adjustment, 360° Swivel Function	PHP 10,000.00			
3	4	units	4-D Lateral Filing Cabinets	Material: Color: Drawers: Dimension: (H x W x D)	Steel with Powder Coating Light Gray/White Four (4) Drawers with Key Lock 1320 x 900 x 450 mm	PHP 75,000.00			

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Lot No.	Qty	Unit	Item Description	Minimum Specifications		ABC	Supplier's Offer		Statement of Compliance
							Unit Cost	Total Cost	
4	4	units	3-D Mobile Pedestals	Material: Color: Drawers: Dimension: (L x D x H)	Steel with Powder Coating Light Gray/White/Beige Three (3) Drawers with Key Lock 40 X 55 x 65.5 cm	PHP 16,000.00			

Signature over Printed Name

Position/Designation

Mobile No./Telephone No.

Date

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