



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Tanggulang Pambansa
Department of National Defense

Request for Quotation

10 September 2019

Greetings:


For a negotiated procurement under Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, please quote your lowest price on the **line items** listed below, subject to the General and Special Conditions, as required.

You should be able to submit a sealed quotation, duly signed by your authorized representative to the Negotiation Team at the DND Proper BAC Conference Room, Beside DND Multi-Purpose Center, DND, Camp General Emilio Aguinaldo, Quezon City, not later than **10:00 AM on 16 September 2019 (Monday)**.

Nomenclature	QTY	Unit Price	ABC
Procurement of Furniture and Fixtures for the Enhanced Comprehensive Local Integration Program (E-CLIP)/ Task Force Balik-Loob (TFBL) Program <i>* See attached supplier's quotation for details</i>			
1. Sofa (4-seater)	3pcs	Php38,500.00	Php115,500.00
2. Filing Cabinets	3pcs	Php9,800.00	Php29,400.00
3. Steel Cabinet	1pc	Php8,500.00	Php8,500.00
4. Office Tables	10pcs	Php10,400.00	Php104,000.00
5. Dining Set	1set	Php27,000.00	Php27,000.00
TOTAL			Php284,100.00

General and Special Conditions:

- All entries must be legibly written.
- Supply and Delivery of Furniture and Fixtures for the E-CLIP/ TFBL Program shall be made within fifteen (15) calendar days upon receipt of the Notice to Proceed and Purchase Order.
- Price validity shall be for a period of not less than thirty (30) calendar days from the date of quotation.
- Proponent must submit, together with its Quotation, the following:
 - Certified true copy** (by the proponent) of Mayor's/ Business Permit;
 - Certified true copy** (by the proponent) of the proof of PhilGEPS Registration Number;
 - Certified true copy** (by the proponent) of the latest Income/ Business Tax Returns; and
 - Original copy** of a **duly accomplished and notarized** Omnibus Sworn Statement (with Secretary's Certificate or Special Power of Attorney) in the form prescribed under the 2016 Revised IRR of RA 9184.
- The proponent or its **authorized representative should be present during the negotiation/ opening of quotations**; otherwise, the submitted quotation will not be opened and will be considered ineligible to participate in the process.

for. 
ASEC. JOSUE S. GAVERZA, JR.
Chairperson, DND Proper BAC

SUPPLIER'S QUOTATION

NOMENCLATURE	QTY	Unit Price (In Peso)	Total Price (In Peso)
Procurement of Furniture and Fixtures for the Enhanced Comprehensive Local Integration Program (E-CLIP)/ Task Force Balik-Loob (TFBL) Program			
<p>1. <i>Sofa (4-seater)</i></p> <ul style="list-style-type: none"> • Material: Gmelina/ Mahogany, Uratex Foam, Ground Foam, Leather/ Fabric, Bulldog Glider, with 4 pillows • With backrest and arm rest • Dimension: at least 98 x 30 x 32 inches • Seating Capacity: 4-seater • Color: Neutral colors (supplier to provide color options) • No assembly required • Warranty: One year from date of delivery 	3 pcs		
<p>2. <i>Filing Cabinets</i></p> <ul style="list-style-type: none"> • Physical Description <ul style="list-style-type: none"> ✓ Dimension: At least 1800mm x 900mm x 400mm ✓ Material: Metal ✓ Color: Neutral Colors (suppliers to provide options) ✓ Upper Layer: Sliding glass doors ✓ Lower Layer: Sliding metal doors ✓ Number of Shelves (Upper Layer): At least Two ✓ Number of Shelves (Lower Layer): At least two (2) ✓ Adjustable Shelf Height: Yes ✓ With cabinet locks (both layers) with at least two (2) keys each ✓ With Anti-Rust Coat • Warranty: One year from date of delivery 	3 pcs		
<p>3. <i>Steel Cabinet</i></p> <ul style="list-style-type: none"> • Dimension (H x W x L): At least 1,320mm x 620mm x 460mm • Material: Metal • Color: Neutral Colors (suppliers to provide option) • Layers: Four (4) • With adjustable dividers within layers • With Central Lock Mechanism • With Anti-Rust Coat • Warranty: One year from date of delivery 	1 pc		
<p>4. <i>Office Tables</i></p> <ul style="list-style-type: none"> • Dimension (L x W x H): At least 1,200mm x 600mm x 750mm • Material: Varnished Wood • With front cover • Color: Neutral Color (suppliers to provide options) • Built-in Drawer: One (1) center drawer, three (3) right side drawers 	10 pcs		

<ul style="list-style-type: none"> • Drawer Locks: One (1) center drawer lock and one (1) central lock mechanism for side drawers • With Scratch Resistant Coating • With Moisture Resistant Coating • With one (1) grommet at the left side • Warranty: One year from date of delivery 			
<p>5. Dining Set</p> <ul style="list-style-type: none"> • 6-Seater • Table Dimension (L x W x H): At least 59 x 35 x 30 inches • Chair Dimension (L x W x H): At least 17 x 17 x 40 inches • Chairs with padded seat • Material: Varnished Wood • Color: Neutral Color (suppliers to provide options) • With Scratch Resistant Coating • With Moisture Resistant Coating • With top glass cover • Warranty: One year from date of delivery 	1 set		
TOTAL			

N.B. All prices shall be inclusive of supplier's profit, OCM and Value Added Tax.

COMPLETION DATE : _____ calendar days
PRICE VALIDITY : _____ calendar days

After having carefully read, understood and accepted the General and Special Conditions, I/We quote at prices as above-indicated.

Printed Name/Signature

Business Address

Telephone No./Mobile No./E-Mail Address

Date