



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

REQUEST FOR QUOTATION (RFQ)
Supply, Delivery, and Installation of Office Partitioning System
(Restructuring of Office Systems by Installing New Panels and Furniture
in the Extended Areas)

December 22, 2021

The Manager

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) is **Five Hundred Thousand Pesos only (P500,000.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is thirty (30) calendar days from receipt of Notice of Award (NOA) and Purchase Order (PO) at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within five (5) working days upon receipt of Statement of Account.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be submitted sealed not later than December 27, 2021 @ 9:30 AM, DBM Bundy Clock Time:**
 - a) 2021 Mayor's/Business Permit but if not yet available, the recently expired Mayor's/Business Permit with official receipt of renewal application, subject however, to submission of 2021 Mayor's/Business Permit after award of contract but before payment. However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same.
 - b) Omnibus Sworn Statement using the attached format
10. **The supplier's PhilGEPS Registration Number must be indicated at the 4th page of this RFQ.**

Address of bid submission

FLORITA M. LACDO-O, BAC Chairperson
DBM-Regional Office No. VIII
Villa Ruiz, Marasbaras, Tacloban City

Ameyrealino
ENERIZA A. REALINO
 Canvasser

12/22/21
FLORITA M. LACDO-O
 BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1	1	lot	<p>SUPPLY, DELIVERY, AND INSTALLATION OF OFFICE PARTITIONING SYSTEM Restructuring of Office Systems by Installing New Panels and Furniture in the Extended Areas</p> <p>Supply, Delivery, and Installation of the following half & full Fabric & half glass/half fabric partition including worktops & wavetops (laminated wood), and furniture:</p> <p>Color of fabric: Shades of Blue</p> <p>3 DIVISION HEAD (new) DIVISION A At least 3 panels Side Partition with Frosted Glass (1.80mHt x 3.24mW) 2 pcs 1 panel front Partition with Frosted Glass (1.80mHt x 0.90mW each for left and right) 1set Executive Table 1.80 x 0.80 with Side Return Desk (Material: Laminated Wood; Color: Brown or wood finish) 2 sets Made to Order Cabinet with swing out door (1.62W x 0.45D x 0.75Ht) (Material: Laminated Wood; Color: Brown or wood finish)</p> <p>DIVISION B At least 3 panels Side Partition with Frosted Glass (1.80mHt x 3.27mW) 2 pcs 1 panel front Partition with Frosted Glass (1.80mHt x 0.90mW each for left and right) 1set Executive Table 1.80 x 0.80 with Side Return Desk 2 sets Made to Order Cabinet with swing out door (1.63W x 0.45D x 0.75Ht)</p> <p>DIVISION C At least 2 panels front Partition with Frosted Glass (1.80mHt x 0.90mW each) 1set Executive Table 1.80 x 0.80 with Side Return</p>	500,000		

		<p>Desk (Material: Laminated Wood; Color: Brown or wood finish) 2 sets Made to Order Cabinet with swing out door (1.68W x 0.45D x 0.75Ht) (Material: Laminated Wood; Color: Brown or wood finish)</p> <p>PANTRY (new) 1 Set 6-Seater Dining Table with Chairs (Material: Wood base at least good lumber and Glass top; Color: Brown or Wood Finish)</p> <p>ADMIN (new) Additional Admin Staff 1st level At least 4 panels front Partition (1.00mHt x 2.40mW) 2 sets of 1 panel side Partition (1.00mHt x 0.70mW) 2 sets Panel Hung Desktop (1.20 x0.60 each) 2 Connector L (1.00mHt) 1 Connector T (1.00mHt) 3 End Trim (1.00mHt) 2 Mobile Drawer 2 Posture Chair</p> <p>2nd level At least 4 panels front Partition (1.00mHt x 2.80mW) 2 sets of 1 panel side Partition (1.00mHt x 1.20mW) 2 sets Panel Hung Desktop (1.40 x0.60 each) 2 Connector L (1.00mHt) 1 Connector T (1.00mHt) 3 End Trim (1.00mHt) 2 Mobile Drawer 2 Posture Chair</p> <p>Delivery Period: Thirty (30) calendar days from receipt of NOA and PO</p> <p>Inspection and Tests: DBM RO8 Inspection Committee shall at all reasonable times during the installation of the project be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the said project.</p> <p>Provision of 1inch to 3inches margin of error for measurements.</p> <p>Warranty: Table, Partition & Cabinets 1 year warranty against factory defect Chair 1 year warranty for the parts and mechanism</p>	<p style="text-align: right;">500,000</p>		
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Please fill-out this portion LEGIBLY and COMPLETELY:

Signature over Printed Name of Authorized Representative: _____ Date: _____

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____

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FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)**Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant] _____, of legal age, [Civil Status] _____,
 [Nationality] _____, and residing at [Address of Affiant] _____,
 after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of [Name of Bidder] _____ with office address at [address of Bidder] _____;
2. As the owner and sole proprietor, or authorized representative of [Name of Bidder] _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] _____ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
3. [Name of Bidder] _____ is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. [Name of Bidder] _____ complies with existing labor laws and standards; and
8. [Name of Bidder] _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant] _____, of legal age, [Civil Status] _____, [Nationality] _____, and residing at [Address of Affiant] _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of [Name of Bidder] _____ with office address at [address of Bidder] _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] _____ of the DBM Regional Office No. VIII, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

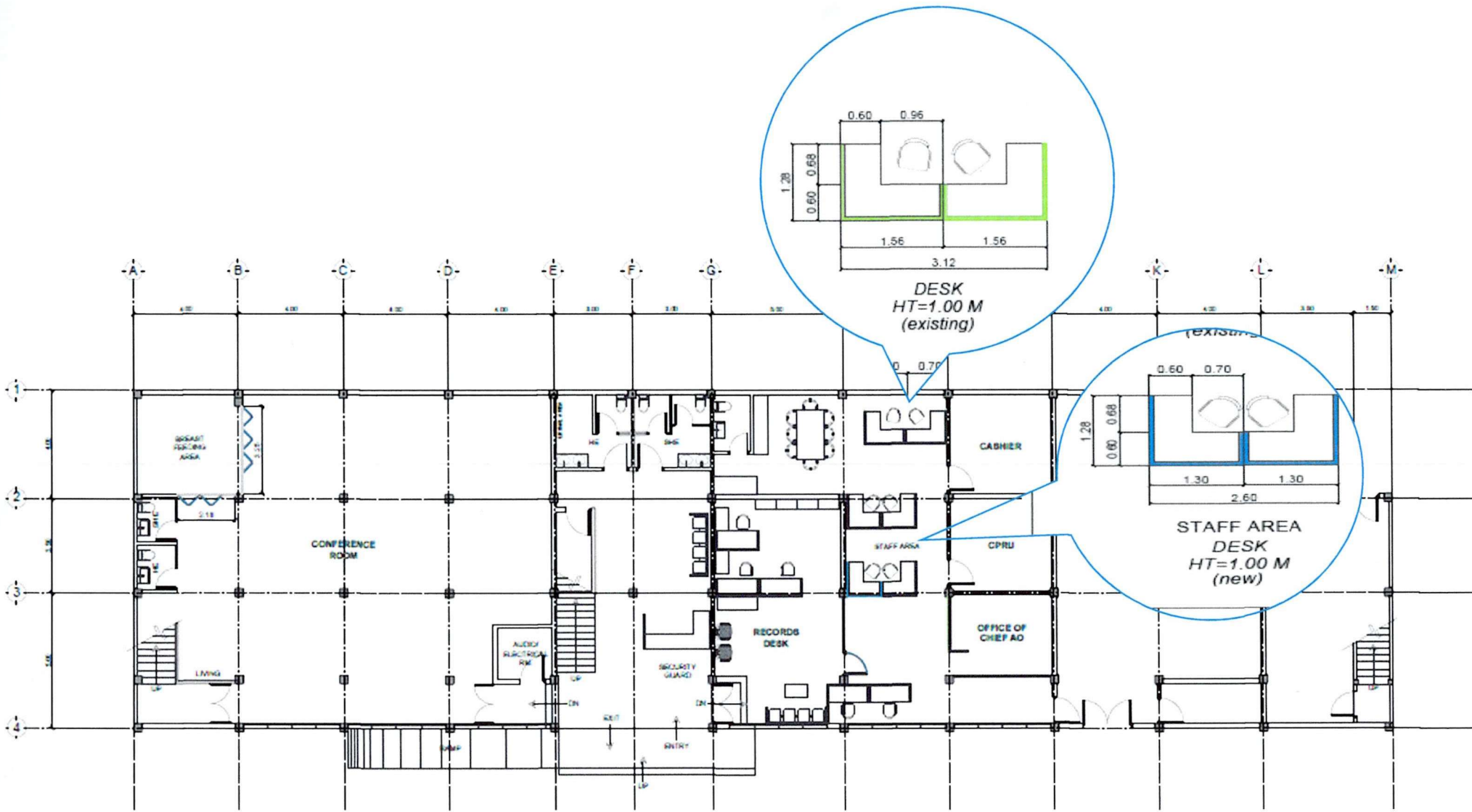
[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. *[Name of Bidder]* _____ complies with existing labor laws and standards; and
- 8. *[Name of Bidder]* _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - e. Carefully examining all of the Bidding Documents;
 - f. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - g. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - h. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
- 9. *[Name of Bidder]* _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.




 NAME OF BIDDER OR ITS AUTHORIZED
 REPRESENTATIVE
[Insert signatory's legal capacity]
 Affiant

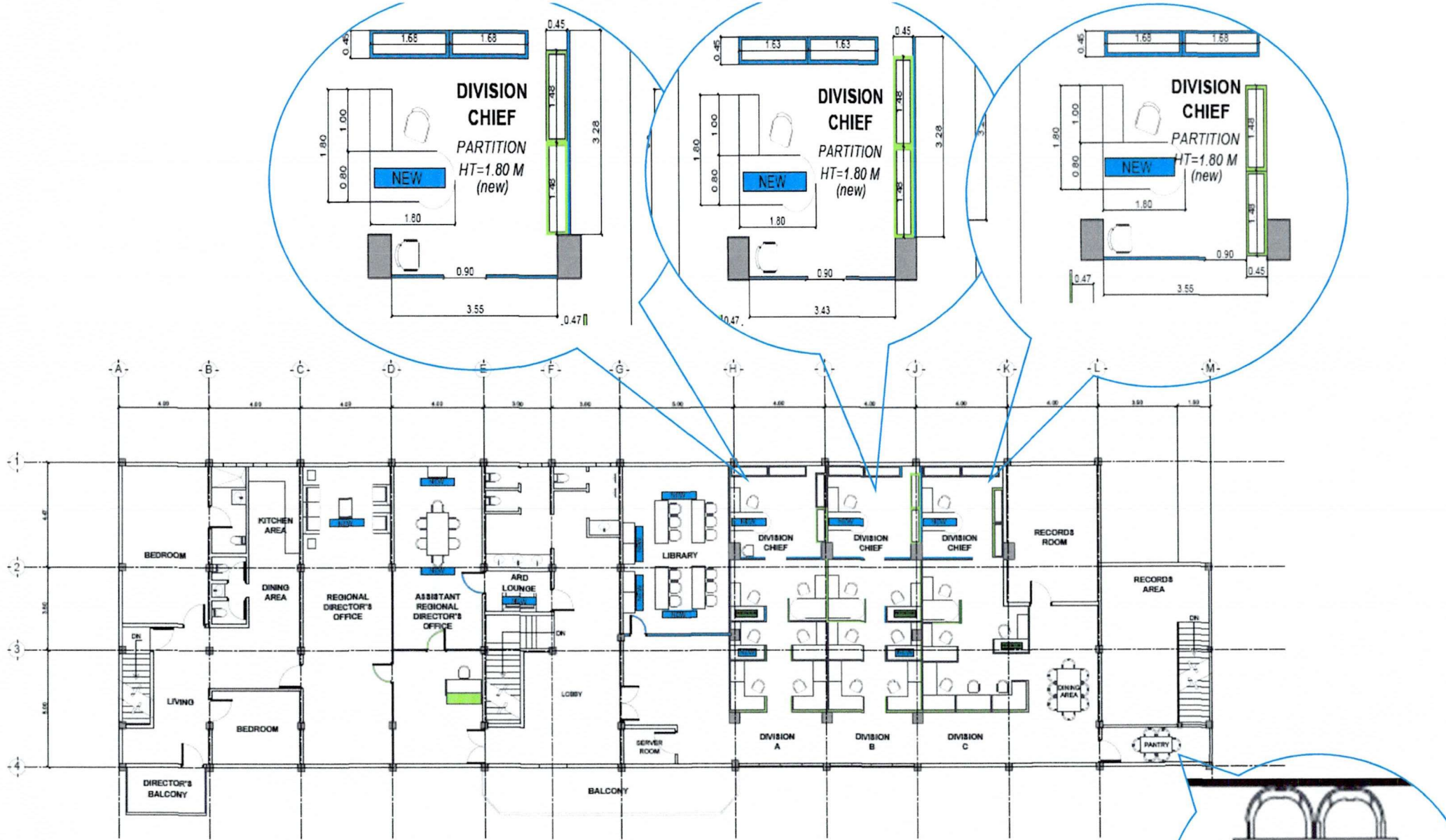
[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]



A-1-2 GROUND FLOOR FURNITURE LAYOUT
 02 14 SCALE 1:100 W/S




LEGEND:

	EXISTING
	NEW
	REPOSITION



A-1-2 SECOND FLOOR FURNITURE LAYOUT
02 14 SCALE 1:50 MTS

LEGEND:

	EXISTING
	NEW
	REPOSITION

