



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGIONAL OFFICE

May 23, 2025

REQUEST FOR QUOTATION
(RFQ No. 2025-020)

**SUPPLY/DELIVERY AND INSTALLATION OF VARIOUS
FURNITURES AND FIXTURES**

The Department of Budget and Management (DBM) MIMAROPA Regional Office hereinafter referred to as "Procuring Entity" (PE), through its Bids and Awards Committee (BAC), invites interested parties to submit price quotation for the **Supply/Delivery and Installation of Various Furnitures and Fixtures**, through Small Value Procurement (Sec. 34, IRR of R.A. No. 12009) with a total Approved Budget for the Contract (ABC) of **Four Hundred Ninety One Thousand Two Hundred Pesos (P491,200.00)**.

All items listed under the PE's specifications/terms of services (Attachment A) must be complied with on a pass-fail basis. Failure to meet any of the requirements will result in disqualification. Likewise, it is understood that PE's specifications/terms of service are minimum requirements. The Bidder/Service Provider may offer higher specifications/ terms of services or additional items.

Likewise, the bidder/service provider shall provide the following documentary requirements, which shall be submitted together with the duly accomplished Quotation Form (Attachment A), as a **condition for the award** of contract:

1. PhilGEPS Registration Number;
2. Mayor's/Business Permit (if recently expired, submit a copy of the official receipt as proof that it has applied for renewal); and
3. Duly accomplished and notarized Omnibus Sworn Statement (Attachment B).

PhilGEPS Platinum Registration Certificate may be submitted in lieu of eligibility documents 1 and 2.

Bidders must state in the Quotation Form either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in the bidder's quotation and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales

literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate.

Your price quotation must be in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and must be placed in a sealed envelope marked as "**Supply/Delivery and Installation of Various Furnitures and Fixtures (RFQ No. 2025-020)**" and must be delivered/submitted on **May 30, 2025, 10:00 AM** at the DBM MIMAROPA Regional Office, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Late quotations shall not be accepted and considered.

Opening of Quotations/Proposals shall be on May 30, 2025, at 10:30 AM, at DBM MIMAROPA Regional Office Conference Room, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Quotations shall be valid for one hundred twenty (120) calendar days from the deadline of submission of the same.

The DBM MIMAROPA Regional Office reserves the right to accept or reject any quotation and to annul the procurement process and reject all quotations at any time before the Contract award, without thereby incurring any liability to the affected bidder/service provider or bidders/service providers. DBM MIMAROPA Regional Office also reserves the right to waive any required formality in the proposals received and select the proposal that it determines to be most advantageous to the government.

For further information, you may contact us at telephone no. (02) 8374-7839 or email address at cmendoza@dbm.gov.ph and jsocito@dbm.gov.ph

CHRISTIAN G. MENDOZA
BAC Chairperson

QUOTATION FORM

THE CHAIRPERSON

Bids and Awards Committee
Department of Budget and Management
MIMAROPA Regional Office
2nd Floor CSP Bldg., 815 Quezon Ave., Brgy. Sta. Cruz, Quezon City

Sir:

Having examined the subject Request for Quotation (RFQ) including the Technical Specifications/Requirements, we, the undersigned offer to supply/deliver and install the following items (with our unit price and total price):

Item/ Lot No.	Qty	Item Description	Bidder's Statement of Compliance	Unit Price	Total Price
Supply/Delivery and Installation of Various Furnitures and Fixtures					
1	4 lots	Modular Partition and Table - Aluminum Frame Powder coated - Equipped with aluminium raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed - Color: Beige - <i>see annex A for the layout</i>			
	10 pieces	Modular Partition Panels - Aluminum Frame Powdercoated - Equipped with aluminium raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed - Color: Beige - with one (1) L-type table - <i>see annex A for the layout</i>			
	1 piece	Counter Top Table - Aluminum Frame Powder coated - Equipped with aluminium raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed - Color: Beige - <i>see annex A for the layout</i>			
	6 pieces	Office Chair - Leatherette, chrome plated frame - Height and recline adjustment - with Armrest			
	14 pieces	Office Chair - Mesh-Type, chrome plated frame - Height and recline adjustment - with Armrest			

	6 pieces	Mobile Pedestal - Three (3) drawers including one (1) pen tray and one (1) file divider - Color: Gray			
	1 piece	Steel Cabinet - Four (4) layers - Powder coated metal - Recessed handle - With safe			
	1 piece	Lateral Steel Cabinet - Four (4) layers - Powder coated metal - With centralized locking system			
	3 pieces	Roller Blinds - Sunshade screen - Size: 50 x 72 inches (h x w) - Size: 52 x 57 inches (h x w) - Size: 52 x 85 inches (h x w) - Size: 46 x 76 inches (h x w) - Size: 61 x 59 inches (h x w) - Color: White			
TOTAL					

Total Price in Words: _____

We undertake, if our Quotation(s)/Proposal(s) is/are accepted to perform the services/deliver the above goods/services within thirty (30) calendar days upon receipt of the Purchase Order/Notice to Proceed.

We agree to abide by this Quotation for a period of one hundred twenty (120) calendar days after the dated deadline of submission specified in your RFQ.

We understand that payment for items delivered will be made to the winning bidder/service provider after the inspection and acceptance of goods/services delivered.

Until a formal Contract/Purchase Order is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

Supplier's/authorized representative signature over printed name

Date

Designation: _____

Name of Company: _____

Address: _____

Contact No.: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number: _____

Omnibus Sworn Statement

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

AFFIDAVIT

I, _____, of legal age, _____, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/duly authorized and designated representative of _____ with office address at _____;
2. As the owner and sole proprietor/duly authorized and designated representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **Supply/Delivery and Installation of Various Furnitures and Fixtures (RFQ No. 2025-020)** of the DBM MIMAROPA Regional Office;
3. _____ 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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. I am 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 of the DBM MIMAROP Regional Office by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents/Request for Quotation;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Supply/Delivery and Installation of Various Furnitures and Fixtures (RFQ No. 2025-020)**.

9. _____ 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.

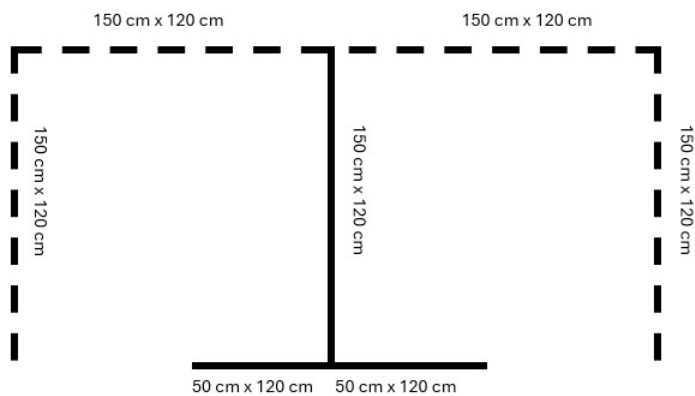
IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2025 at _____, Philippines.

Bidder/Authorized Representative Signature

ITEM NO. 1 MODULAR PARTITIONS

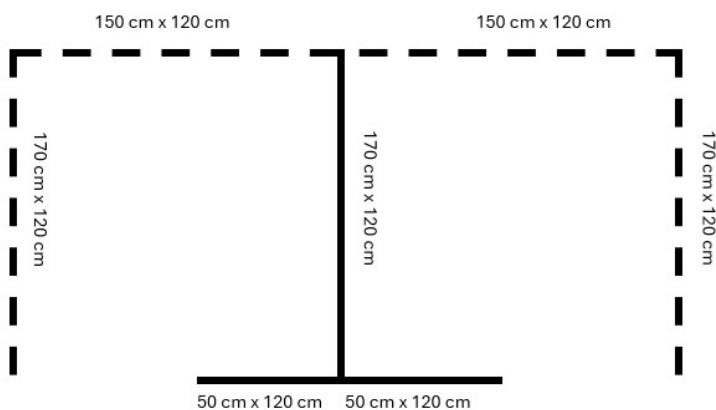
Workstation 1

- Aluminum Frame Powder Coated
- Laminated Panel with Glass (Frosted Stripes)
- Equipped with aluminum raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed



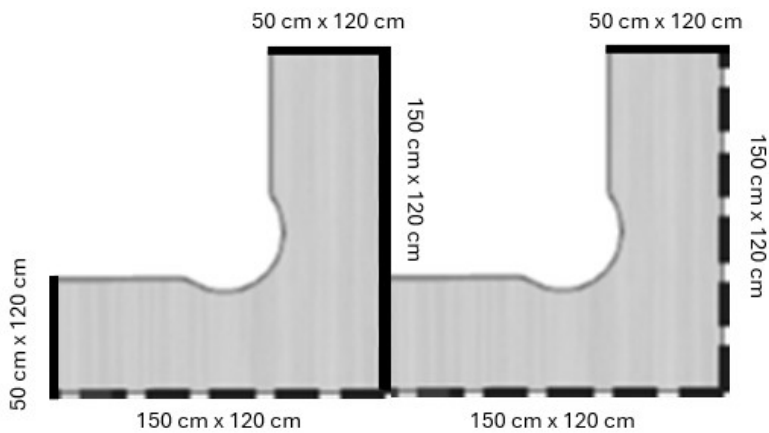
Workstation 2

- Aluminum Frame Powder Coated
- Laminated Panel with Glass (Frosted Stripes)
- Equipped with aluminum raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed



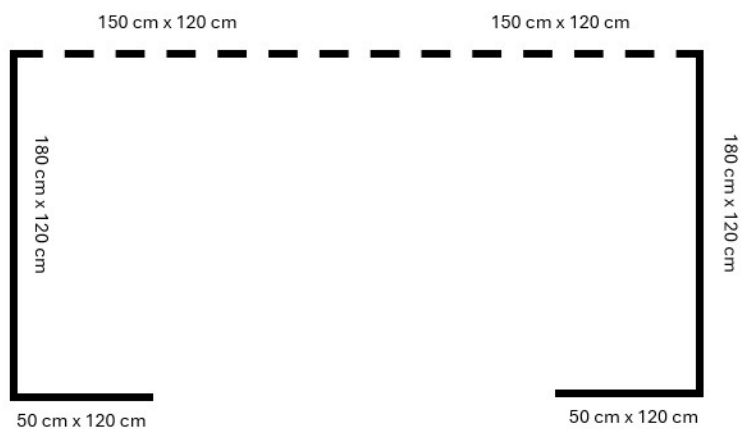
Workstation 3

- Aluminum Frame Powder Coated
- Laminated Panel with Glass (Frosted Stripes)
- Equipped with aluminum raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed
- with tables



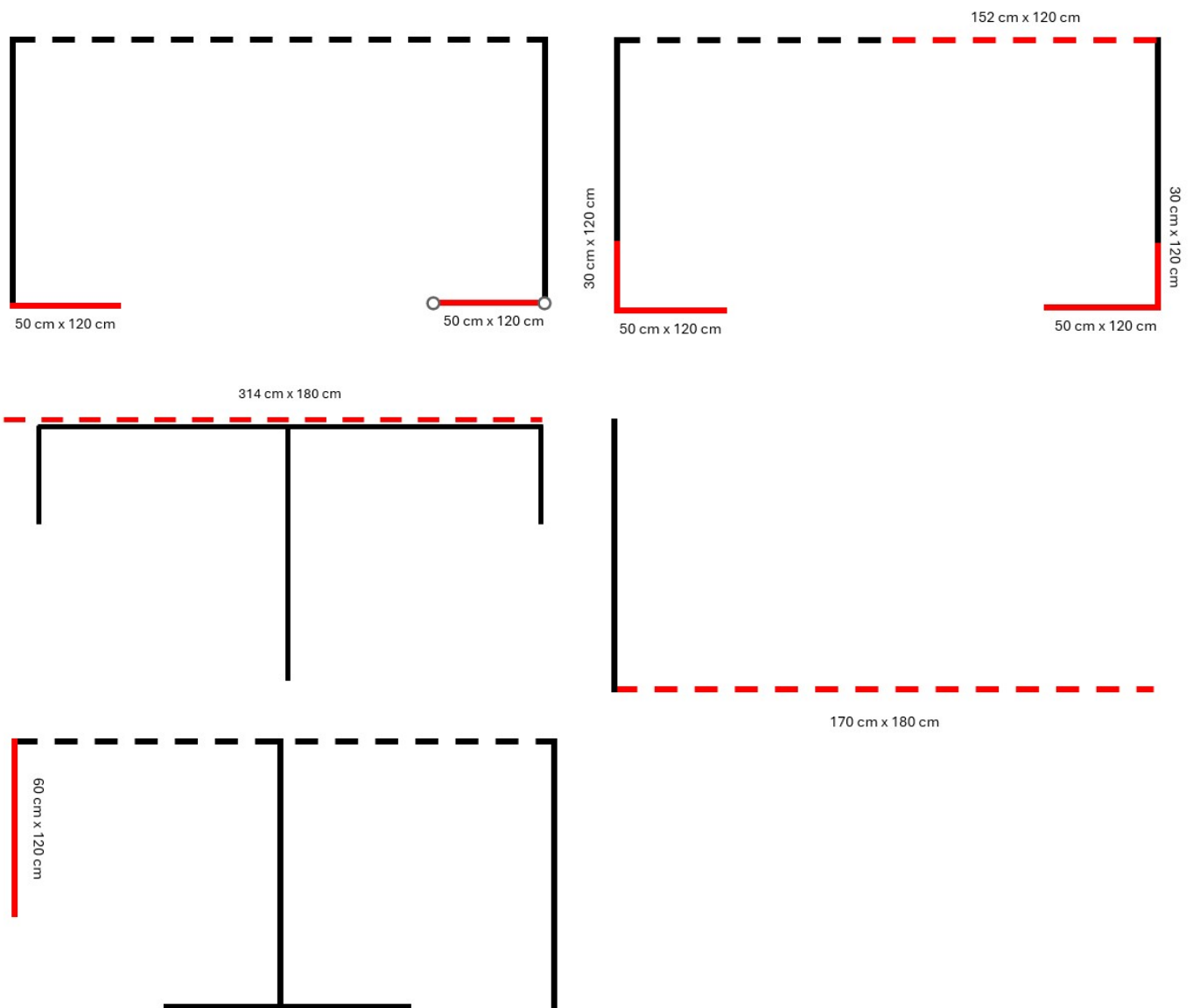
Workstation 4

- Aluminum Frame Powder Coated
- Equipped with aluminum raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed
- Color: Beige



ITEM NO. 2 MODULAR PARTITION PANELS

- Aluminum Frame Powder Coated
- Equipped with aluminum raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed
- Full laminated, 50 cm x 120 cm, 2 pieces
- Laminated with Glass (frosted stripes), 152 cm x 120 cm, 1 piece
- Full Laminated (30 cm x 120 cm), 2 pieces
- Full Laminated (50 cm x 120 cm), 2 pieces
- Laminated with Glass (frosted stripes), 314 cm x 180 cm, 1 piece
- Laminated Panel with Glass and Counter Window, 170 cm x 180 cm, 1 piece
- Full Laminated (60 cm x 120 cm), 1 piece



Legend:

Laminated Panel with Glass (Frosted Stripe)



Laminated Panel



Color



ITEM NO. 3 COUNTER TOP TABLE

- Aluminum Frame Powder Coated
- Full laminated with a countertop
- Equipped with aluminum raceway with cover at baseboard where cables and electrical outlets can be easily, safely and conveniently installed



ITEM NO. 4 MID-BACK OFFICE CHAIR

- Leatherette, chrome plated frame
- Height and recline adjustment
- with Armrest



ITEM NO. 5 MID-BACK OFFICE CHAIR

- Mesh-type, chrome plated frame
- With Height adjustment
- with Armrest



ITEM NO. 6 PEDESTAL

- Three (3) drawers including one (1) pen tray and one (1) file divider
- Color: Gray



ITEM NO. 7 VERTICAL STEEL CABINET

- Four (4) layers
- Powder coated metal
- Recessed handle
- With safe



ITEM NO. 8 LATERAL STEEL CABINET

- Four (4) layers
- Powder coated metal
- With centralized locking system



ITEM NO. 9 WINDOW BLINDS

- Sunshade screen
- Size: 50 x 72 inches (h x w)
- Size: 52 x 57 inches (h x w)
- Size: 52 x 85 inches (h x w)
- Size: 46 x 76 inches (h x w)
- Size: 61 x 59 inches (h x w)
- Color: White

