



REQUEST FOR QUOTATION

Date: **September 12, 2018**
RFQ No.: **RFQ-NMR-18-014**

*Name of Company:

*Address:

*Business Permit No.:

*Tax Identification Number (TIN):

*PhilGEPs Registration Number:

The Housing and Land Use Regulatory Board (HLURB), through its Bids and Awards Committee, intends to procure **Five (5) Executive Chairs & Three (3) Steel Cabinets for Bangon Marawi Project** to be supplied & delivered in **Cagayan de Oro City**.

The procurement will be undertaken in accordance with Section 52.1(b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **September 21, 2018**, at exactly **9:00AM** for the item(s) described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Business Permit; and
2. Income Tax/Business Return
3. PhilGEPs Registration Certificate.

Open quotations may be submitted, manually at HLURB-Northern Mindanao Regional Field Office (NMRFO), 3/F Dupoint Bldg., Velez-Akut Sts., Cagayan De Oro City, or through facsimile or email at the address and contact number indicated below.

For any clarification, you may contact **Mr. Marc Vincent B. Barao** of HLURB-NMRFO at Telephone No. **(088)856-5088** or **(088)22721466** or email address at **hlurbnmr@gmail.com**.

ORIGINAL SIGNED
JUDY G. SUMABAT
Chairperson
Bids & Awards Committee



INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with the technical specifications required will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project			Total Approved Budget for the Contract (ABC)
Procurement of Five (5) Executive Chairs & Three (3) Steel Cabinets for Bangon Marawi Project			Php 95,000.00
TECHNICAL SPECIFICATIONS			
Item Description	Unit	Qty	Approved Budget (Php)
1. High Back Executive Chairs - With arm rest with pad - 360 degrees swivel chair - Adjustable height - Chrome base reclining chair	unit	5	<u>4,000.00 / unit</u> Total = 20,000.00
2. Lateral Steel Cabinet Document Filer - W90*D45*H138 (cm) lateral cabinet - Steel ball bearing w/ file divider central locking system	unit	3	<u>25,000.00 / unit</u> Total = 75,000.00

Please quote your best offer for the items above. **The information stated above shall be the basis for the evaluation and calculation of your total quotation.**

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es



TERMS AND CONDITIONS

1. Any modifications in the item(s) specifications during delivery of materials/equipment is strictly prohibited.
2. Bidders shall provide correct and accurate information required in this form.
3. All fields with asterisks (*) are mandatory and must be filled up. Failure to provide information on mandatory fields will disqualify your quotation.
4. Price quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
5. Price quotation(s), to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative(s).
9. The **HLURB** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The **HLURB** shall rescind the contract once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.