

	Republic of the Philippines ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY La Paz, Iloilo City	Department:	Bids and Awards Committee
	REQUEST FOR QUOTATION	Doc. Code:	QF-BAC-02
		Rev. No.:	00
		Effective Date:	July 1, 2022

(PR/JR NO.) : SVP-2024-012

Date : JAN 17 2024
 Doc Track No. : 65441

TO: ALL PROSPECTIVE SUPPLIERS

1. The **Iloilo Science and Technology University (ISAT U)** through the **Office of the BIDS and AWARDS COMMITTEE**, intends to procure **FURNITURE AND FIXTURES** for CY 2024, in accordance with Section **53.9** (Negotiated Procurement – **Small Value Procurement**) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
2. The Approved Budget for the Contract (ABC) is **Two Hundred Twenty Five Thousand Five Hundred Forty Pesos (225,540.00)**. The period for the performance of this obligations shall not go beyond the validity of the appropriations for this project. For purposes of evaluation, comparison and ranking of bids/offers, the suppliers who submitted the single / lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the Technical Working Group (TWG).
3. The Procurement Mechanism to be used is **"BY LOT"**.
4. Please quote your **best offer** for item/s described herein, **subject to the (Terms of Conditions/Technical Specifications)** of this Request for Quotation (RFQ). Subject your quotation duly signed by your authorized representative **not later than 3:00 PM** on JAN 22 2024 at the Procurement Management Office (PMO) – BAC Secretariat Office, ISAT U, Burgos St., La Paz, Iloilo City. Quotations may also be submitted through email at the address and contact numbers indicated below.
5. Quotation shall be enclosed in a sealed envelope and addressed the PMO – BAC Secretariat at the address given above. The envelope should have the PR/JR Number boldly and conspicuously identified.
6. The successful proponent must be able to meet the following requirements:
 - 6.1 The **Terms and Conditions/Technical Specifications**, as provided.
 - 6.2 The **Schedule of Requirements**, as provided.
 - 6.3 A copy of your 2024 **Business Permit/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. (see GPPB Resolution No. 09-2020 Item 6.2)
 - 6.4 The **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return for ABC's above PhP 500,000.00** will also be required to be submitted *prior to award*. (see GPPB Resolution No. 09-2020 Item 6.3)
7. The quotation should be valid for sixty (60) calendar days from the due date indicated above.
8. ISAT U reserves the right to request for additional documents that it deems necessary in order to make any decision or any quotation.
9. All prospective suppliers must fill out the RFQ provided by ISAT U. Any quotation other than what is provided by the Procuring Entity (PE) or is patently not complying with the RFQ requirements may not be considered.
10. ISAT U reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions or specifications, and schedule of implementation set forth in this RFQ.
12. For any clarification, you may contact us at (033) 320-7190 local no. 133 or email us at bac.isatu@gmail.com


ENIEDA G. CORONA
 BAC Chairperson



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INSTRUCTIONS

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

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for item/s below. Please do not leave any blank items. Indicate "F" if the item offered is for FREE or "NA" for NOT AVAILABLE in the "Total Cost" if applicable.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item No.	Product Category	Description/Specification	ABC per Line Item (If applicable)	QTY	Unit	<i>To be filled up by Supplier</i>			
						Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1	Furniture	Multipurpose Cabinet Wardrobe Type Cabinet with Clothes Hanger with lock and keys 5 shelves Powder coated metal frame in gauge 22 GI Dimension: W90 x D45 x H185cm Color: Gray		1	UNIT				
2	Furniture	Mid Size Multipurpose Cabinet Sliding Glass with lock and keys 3 layer with 2 adjustable shelves Powder Coated Metal frame in gauge 22 Dimension: W90 x D40 x H120cm Color: Offwhite		2	UNIT				
3	Furniture	Open Type Multipurpose Cabinet 6 layer with 5 adjustable shelves Powder Coated finish in gauge 22 GI Dimension: W90 x D45 x H185cm Color: Gray		2	UNIT				
4	Furniture	Mobile Drawer 3 drawer with centralized lock Plastic divider and pentry PP plastic top with powder coated metal frame and drawers Dimension: W40 x D56 x H66cm Color: Gray/Black		2	UNIT				
5	Furniture	Center Drawer Metal with lock and keys Gauge 22 GI sheet in Powder Coated Dimension: W40 x D50 x H10cm Color: Gray		2	UNIT				



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6	Furniture	4 – person Workstation Melamine with Fixed drawers with lock and keys and shelves Face to Face orientation with table top divider Scratch and Chemical Resistant Dimension: W240 x D120 x H75cm Color: Oak Brown	1	UNIT				
7	Furniture	Office Table Metal Frame and 25mm thick melamine top Powder Coated metal Frame and Scratch and with left and right Grommets Without drawers Dimension: W120 x D70 x H75cm Color: Brown	2	UNIT				
8	Furniture	Office Chair Foldable armrest, gaslift and tilting mechanism High Density foam seatrest in Mesh Fabric Chrome coated metal base with caster Color: Black	6	UNIT				
9	Furniture	Waiting Chair 3 seaters metal waiting chair with armrest Powder coated metal frame with chrome metal trims Dimension: W152 x D55 x H70cm Color: Black	1	UNIT				
10	Furniture	Guest Chair Without armrest Sled Type Chrome Coated Metal frame High Density Foam seatrest With Fabric Mesh Upholstery Color: Black	3	UNIT				
11	Furniture	Roller Shades Korean Blinds 100% polyester Dimensions: 1 set – W170 x H70cm 1 set – W89 x H70cm 1 set – W190 x H70cm 1 set – W161 x H75cm 2 set – W169 x H75cm 1 set – W140 x H75cm Color: Gray/White/Offwhite	105	SQ. FT.				
12	Furniture	4 – Layer Boltless Steel Rack Powder Coated Slotted angle Post with Fixed Shelves Adjustable middle and lower Shelves With Brace and Stiffener for each Shelf Color: Gray Dimension: L.91 x W.38 x H1.4m	2	UNIT				
13	Furniture	Multipurpose Sliding Cabinet Sliding glass door with lock and keys 6 layer with 5 adjustable shelves Gauge 20 GI Sheet in Powder Coated Finish Dimension: L.91.5 x D45 X H185cm Color: Gray Free Delivery and Installation Location: CHERC Building, New Site	2	UNIT				
		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X For official use of the University: For the New Office of the National and International Affairs (NIA) in the CHERC Building, New Site. (Requested by: Juniffer B. Badoles, D.I.T.)						
TOTAL								



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SCHEDULE OF REQUIREMENT

Particular	University Requirement	Supplier's Offer
Delivery Period	15 calendar days upon receipt of PO	
Warranty Period	At least 1- year	
After Sales Services (If applicable)		

SUPPLIER'S INFORMATION

Supplier's Business Name	
Supplier's Business Address	
Contact No.	
Fax No.	
Email Address	
TIN No.	
PhilGEPS Registration No.	

Signature over Printed Name

Position/Designation

Date