

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

La Paz, Iloilo City

Department:	Bids and Awards Committee	
Doc. Code:	QF-BAC-02	
Rev. No.:	00	
Effective Date	July 1, 2022	

REQUEST FOR QUOTATION

(PR/JR NO.)	:	SVP-2024-015	Date	:	JAN 1 7 2024
			Doc Track No.	:	61370

TO: ALL PROSPECTIVE SUPPLIERS

- The Iloilo Science and Technology University (ISAT U) through the Office of the BIDS and AWARDS
 <u>COMMITTEE</u>, intends to procure <u>FURNITURE AND FIXTURES</u> for CY <u>2024</u>, in accordance with Section <u>53.9</u> (Negotiated Procurement <u>Small Value Procurement</u>) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
- The Approved Budget for the Contract (ABC) is <u>Six Hundred Thousand Pesos (600,000.00)</u>. 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 AN 2 2 4 4 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.
- ISAT U reserves the right to request for additional documents that it deems necessary in order to make any decision or any quotation.
- 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.
- 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.
- 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

Rotersos.bacsec.2024 F164



ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

La Paz, Iloilo City

Department:	Bids and Awards Committee	
Doc. Code:	QF-BAC-02	
Rev. No.:	00	
Effective Date:	July 1, 2022	

REQUEST FOR QUOTATION

(PR/JR NO.)

SVP-2024-015

Date

JAN 1 7 2024

Doc Track No.

61370

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.

			ABC per					d up by Supplie	er
Item No.	Product Category	Description/Specification	Line Item (If applicable)	QTY	Unit	Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1	Reclining Chair	reclining sofa Chair, Fabric Upholstery with High Density Foam, with Padded Armrest, Dark brown color (Counseling Room)		1	set				
2	Ben Bag Sofa Chair	Bean bag sofa chair (Group Counseling Room) colored, 45 x 65cm		6	pcs				
3	Sofa – 6 seater	3 seater Sofa + 4 seater sofa, with 7 throw pillow with cover 18 x 18cm (orange cover), Sofa set 43 + 11, sofa without arm rest, plasting footings, High Density foam, Black color, Center and side table, color black		1	set				
4	Bench Sofa	2 – seater bench sofa, chrome coated metal frame, high density foam Dimension: W99 x D45.5 x H46cm. Color: Gray		1	set				
5	Sofa Chair	Rattan Design Lounge Chair, made of PP seat and back seat with cushion. Dimension: W55 x D52 x H86 cm. Color: Cark Gray (Individual Counseling Room)		7	pcs				
6	Side Table	3 – night or side table, with 1 pull out drawer and open shelf Dimension: W47 x D40 x H50cm Color: Oak/LWB		3	sets				
7	Modular Table	16 – Movable Conference Table Movable with caster, powdered coated metal frame in dark gray color, with 25mm thick melamine tope, scratch and chemical resistant. Dimension: W120 x D45 x H75cm. Color: Beech		16	pcs				
8	Chairs	32 Multi-Purpose Chair, 4 legged chair without armrest, with Polypropelyn plastic seat rest and back rest with dark gray powder coated metal frame, Testing		32	pcs				
9	Computer Desk with Chair	4 Computer Table, with 25mm thick melamine top, scratch and chemical resistant, with Keyboard Drawer, with metal frame leages, with CPU Cabinet		5	sets				



ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

La Paz, Iloilo City

Department:	Bids and Awards Committee
Doc. Code:	QF-BAC-02
Rev. No.:	00
Effective Date:	July 1, 2022

REQUEST FOR QUOTATION

					то	TAL	
		x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-					
20	Sliding Cabinet with Class Door	Sliding Glass Door Cabinet, 6 layer with 5 adjustable shelves, with lock and keys, made of Gauge 22 GI Sheet in powder coated finish. Dim: W90 x D40 x H185cm. Color: Gray	1	pc			
19	Open Type Cabinet	Multi – Purpose Cabinet, 6 layer with 5 adjustable shelves, made of Gauge 22 GI Sheet in powder coated finish. Dim: W90 x D40 x H185 cm. Color: Gray	1	pc			
18	Computer Station +Chairs	Conference Chair, without armrest, with gaslift, high density foam seat rest in fabric mesh fabric black and blue combination, with chrome coated metal base with casters.	5	pcs			
17	Computer Station	Modular Computer Station with CPU Holder, 5 person Computer Station, with Partition Panel H90 x D45 cm., with 30mm thick table top with wire cover, with trunking system and black bar for height adjustment for table top, 5 cm. Thick in upholstery, with PP Plastic cover in white color, with metal CPU Holder with caster. Color: Optional	1	set			
16	Mobile Whiteboard	Mobile Whiteboard, Reversible, magnetic and with full pen tray, with white color Metal frame with casters. Dim: Board: W120 x H90cm. Color: White	1	pc			
15	Wall Mounted White Board	Wall Mounted Whiteboard, with aluminium frame, magnetic, with clip and pen tray. Dim: W60 x H90 cm	3	pcs			
14	Coffee Trolley	Stainless Trolley, stainless steel, 3 layer with heavy duty casters. Dim: W805 x D460 xH900 cm.	1	set			
13	Combi Blinds	Basic Combination Blinds, Korean blinds, Made of 100% Polyester Fabric, Total S.G. – 184.50. Dim: 3 sets – W149 x H186cm 2 sets – W152 x H186 cm. 1 set – W150 x H186 cm. Colour optional	1	lot			
12	Drawer Cabinet	Lateral Filing Cabinet, 3 drawers with centralized lock, with metal divider, with anti—tilt mechanism, made of gauge 22 GI Sheet in Powder coated finish. Dim: W90 x D45 x H75 cm., Gray color (Observation Room and Group Counselling Room)	2	sets			
11	Drawer Cabinet	Lateral Filing Cabinet, 3 drawers with centralized lock, with metal divider, with anti- tilt mechanism, made of gauge 22 GI Sheet in Powder coated finish. Dim:	1	set			
10	Computer Desk with Chair	Computer Desk with Chair, melamine made, scratch and chemical resistant with pull out drawer and built in cabinet, with CPU Cabinet and keyboard. Dim	3	sets			



ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

La Paz, Iloilo City

Department:	Bids and Awards Committee	
Doc. Code:	QF-BAC-02	_
Rev. No.:	00	
Effective Date:	July 1, 2022	

REQUEST FOR QUOTATION

(PR/JR NO.)	:	SVP-2024-015	Date	:	JAN 1 7 2024
			Doc Track No.	:	61370

SCH	EDULE OF REQUIREMENT	
Particular	University Requirement	Supplier's Offer
Delivery Period	30 calendar days upon receipt of PO	
Warranty Period		
After Sales Services (If applicable)	Installation	

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