

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

(PR/JR NO.) : SVP-2024-015

Date : JAN 17 2024

Doc Track No. : 61370

**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 **Six Hundred Thousand Pesos (600,000.00)**. 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	Reclining Chair	1 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, plating 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				







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SCHEDULE 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

\_\_\_\_\_  
Date