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


(PR/JR NO.) : SVP-2025-031

Date : MAR 04 2025
 Doc Track No. : 80097

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 Supply and Installation of Workstation at University Guidance Center for CY 2025, 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 Five Hundred Eighty Thousand Pesos Only (580,000.00). 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 MAR 10 2025 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 2025 **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

	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-2025-031**

Date : **MAR 04 2025**
 Doc Track No. : **80097**


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	Workstation (Low Modular Partition)	5 cm Partition Panel in 2 color Full Fabric Upholstery; with standard gray PVC top and side cover, Slotted black bar for top adjustment and Trunking System Color: Royal Blue and Light Gray; Details as Shown on Plans and specifications Height: 1.50m		5	sets				
2	Built-in Table Top	Fixed U Shaped Table Top with post to be attached to Partition; 30mm Thk Top Wood Grain Finish (Dark Walnut) with wood grain edging D: W160cm x D70cm		5	sets				
3	Center Drawer	Ga 22 GI Sheet in Powder Coated Finish Metal Center drawer to be attached to table top; with lock and keys D: W50cm x D40cm x H10cm Color: Gray (Items No. 1-3 to include installation)		5	sets				

	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-2025-031**


Date : **MAR 04 2025**
 Doc Track No. : **80097**

4	Low Modular Partition for Counseling Room	5cm Partition Panel in 1 color Full Fabric Upholstery; with Standard gray PCV top and side cover, Slotted black bar for top adjustment and Trunking system Color: Royal Blue, Detail as shown on plans and Specifications Height: 2.00m (Item No. 4 to include installation)		1	set				
5	Executive Chair	Executive Chair with adjustable Arm and Head rest, gas lift and Tilting Mechanism; Chrome coated base with casters steel finish; Fabric Mesh Upholstery Seat and Back with High density foam Seat rest Color: Black		5	units				
6	Guest Chair	Guest Chair without arm rest, Gas lift and tilting mechanism; Sled type Metal Frame in chrome Finish; Fabric Mesh Upholstery Seat and Back with High density Foam Seat rest Color: Black		10	units				
7	Mobile Drawer	Metal with 3 drawers in centralized lock; PP Plastic Top and GA 22 GI Sheet Powder-coated Metal Frame with Pencil Holder and Plastic Divider D: W40cm x D56cm x H66cm Color: GRAY		5	units				

For official use of the University Guidance Center.
 (Requested by: SAMMY A. DAITAO, Ph.D.-TM)

AMOUNT IN WORDS:	TOTAL
-------------------------	--------------

SCHEDULE OF REQUIREMENT		
Particular	University Requirement	Supplier's Offers
Delivery Period	60 CD upon receipt of NTP	
Warranty Period	1 year	
After Sales Services (If applicable)	Supplier must be within Iloilo City	

	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-2025-031**

Date : **MAR 04 2025**
 Doc Track No. : **80097**

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