



## REQUEST FOR QUOTATION

### SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS OFFICE FURNITURE FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

**AMP-029-25 (SVP)**

**Sir/Madam:**

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

**Accomplish and submit all forms attached (Annexes "A" and "B").**

| Lot No   | ITEM DESCRIPTION             | QTY | UOM  | Approved Budget for the Contract |
|--|------------------------------|-----|------|----------------------------------|
| <b>Supply, Delivery, and Installation of Various Office Furniture for the Procurement Service - Department of Budget and Management (PS-DBM)</b> |                              |     |      |                                  |
| 1  | Executive Desk               | 4   | sets | ₱ 641,800.00                     |
|  | Mobile Pedestal              | 27  | pcs  |                                  |
|  | Office Workstation Partition | 27  | sets |                                  |

*\*The ABC is understood to be the ceiling price; offers must not exceed the ABC provided. The Project allows partial bids, bidders may submit a proposal on any or all of the lots, and evaluation will be undertaken on a per lot basis, as the case may be. The Project will be awarded as separate contracts per lot.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **24 July 2025; 10:00 AM** at the address indicated below:

Secretariat, Internal BAC  
2<sup>nd</sup> Floor, PS-DBM Complex  
Procurement Service-PhilGEPS  
Cristobal Street, Paco, Manila  
[internal-bacsec@ps-philgeps.gov.ph](mailto:internal-bacsec@ps-philgeps.gov.ph)

**Only one (1) set of documents certified to be true copies of the original shall be required.** The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Quotations and other documents required **may either be submitted manually** at *2<sup>nd</sup> Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* **or electronically** to **internal-bacsec@ps-philgeps.gov.ph**, on or before the deadline of submission as stated in this RFQ. Bidders must only select one mode of submission. **In case of electronic submission, the proposal shall be in a password-protected compressed archive folder. The passwords for accessing the file will be disclosed by the bidders only during the actual bid opening.**

**Unsealed or unmarked bid envelopes, or in case of electronic bid submission, proposals not in compressed archive folders and are not password-protected, shall be rejected.** However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

***SGD.***

**ATTY. RAMON ANTONIO L. MATIBAG**

*Chairperson Internal Bids and Awards Committee*

*The document below shall be submitted during submission of offers:*

| <b>No</b> | <b>Requirements</b>                 | <b>Instruction</b>  |
|-----------|-------------------------------------|---|
| 1         | Annex "A" Bid / Price Proposal Form | <p><i>Must indicate the unit and total price.</i></p> <p><i>Must indicate the required information.</i></p> <p><i>Must be duly signed by the authorized representative.</i></p> |

*Items Number 2, 3, 4, 5, and 6 shall be submitted upon issuance of notice to submit documents during the evaluation of offers.*

| <b>No</b> | <b>Requirements</b>  | <b>Instruction</b>  |
|-----------|--|---|
| 2         | Mayor's Permit for the year 2025   | <i>Must be valid for the year 2025</i>  |
| 3         | PhilGEPS Registration Number   | <i>Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)</i>   |
| 4         | Latest Income Tax Returns (BIR Form 1701 or 1702).   | <i>Submit the ITR for the year 2024</i>   |
| 5         | Omnibus Sworn Statement (Annex "B") and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. | <p><i>Ensure that there are eleven (11) declarations.</i></p> <p><i>Indicate required information.</i></p> <p><i>Attach competent evidence of identification (valid government-issued ID. The use of Cedula shall be invalid).</i></p> <p><i>Must be duly notarized and signed.</i></p> |
| 6         | Brochure   | <i>Must indicate the required information</i>   |

*PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2 and 3.*

*Bidders are not precluded from submitting all the required documents during the bid submission stage, in order to facilitate the evaluation of the proposals, as long as the required documents are valid and duly accomplished as instructed.*

## Bid / Price Proposal Form

Date: \_\_\_\_\_

The Chairperson, Internal Bids and Awards Committee  
 Procurement Service  
 PS Complex, Cristobal Street  
 Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-029-25 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS OFFICE FURNITURE FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)** in conformity with the said Request for Quotation for the sums stated hereunder:

| LOT NO.                            | QTY | UOM  | ITEM DESCRIPTION             | UNIT PRICE | TOTAL AMOUNT |
|------------------------------------|-----|------|------------------------------|------------|--------------|
| 1                                  | 4   | sets | Executive Desk               |            |              |
|                                    | 27  | pcs  | Mobile Pedestal              |            |              |
|                                    | 27  | sets | Office Workstation Partition |            |              |
| <b>Total Price in Figures:</b>     |     |      |                              |            |              |
| <b>Total Price in Words:</b> _____ |     |      |                              |            |              |
| _____                              |     |      |                              |            |              |
| _____                              |     |      |                              |            |              |

**Lot No. 1** : Supply, Delivery, and Installation of Various Office Furniture for the Procurement Service - Department of Budget and Management (PS-DBM)

**QUANTITY** : 1 Lot

| AGENCY SPECIFICATIONS   | BIDDER'S STATEMENT OF COMPLIANCE |
|---|----------------------------------|
| <b>Supply, Delivery, and Installation of Various Office Furniture for the Procurement Service - Department of Budget and Management (PS-DBM)</b>  |                                  |
| <b>Executive Desk</b><br><br>- Main Table: 1800mm x 700mm x 750mm (LxWxH)<br>- Side Table: 1000mm x 450mm x 750mm (LxWxH)<br>- Top: 25mm thick table top MFC laminated finish<br>- with 3-drawer mobile pedestal<br>- ±10mm tolerance in dimensions   |                                  |
| <b>Mobile Pedestal</b><br><br>- 3-drawer with centralized lock <ul style="list-style-type: none"> <li>- - Powder coated finished</li> <li>- - At least gauge 20</li> <li>- - Color: Gray</li> </ul>   |                                  |
| <b>Office Workstation Partition</b><br><br>- 1200mm x 600mm work table top with 25mm thickness, MFC Laminated<br>- Set of 1-1200mm(L) x 1200mm(H) and 2-600mm(L) x 1200mm(H) full board partition<br>- Powder coated finish, metal brackets, and adjustable foot leveler<br>- with power outlet (2 gang universal outlet. No wiring included)<br>- Custom color |                                  |

|   |  |
|---|--|
| <b>Conforms to the attached Terms and Conditions on the attached Terms of Reference</b> |  |
|---|--|

*Note: Please indicate statement of compliance of the Technical Requirements by clearly indicating **"COMPLY"***

|  |
|--|
| <b>SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS</b>  |
| Within Fifteen (15) calendar days after receipt of Notice to Proceed.  |
| <b>Project Site:</b><br><b>Procurement Service - Department of Budget and Management (Main Office)</b><br>PS Compound, R.R. Road, Cristobal St., Paco, Manila<br><br><b>Contact Person: Engr. Jerson R. Bantes</b><br><b>Email Address: jbantes@ps-philgeps.gov.ph</b> |

**We undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.**

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

■

\_\_\_\_\_  
Date

■

\_\_\_\_\_  
Company Name

■

\_\_\_\_\_  
Authorized Representative  
Name/Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Official Contact No.

## **TERMS OF REFERENCE**

### **SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS OFFICE FURNITURE FOR PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**

#### **1.0 RATIONALE**

In view of its ongoing reorganization, the Procurement Service–Department of Budget and Management (PS-DBM) is undertaking the setup of new office workstations to accommodate additional personnel, and to replace existing dilapidated office chairs to ensure a conducive and safe working environment.

#### **2.0 OBJECTIVE**

To engage a reputable supplier to provide, deliver, and install brand new, high-quality office furniture that meets the technical specifications and standards.

#### **3.0 SCOPE OF SUPPLY AND WORK**

The supplier shall be responsible for the supply, delivery, assembly, and installation of all furniture units, as well as the clearing of all resulting debris.

#### **4.0 TECHNICAL SPECIFICATIONS**

The supplier must provide furniture that meets the following minimum specifications.

##### **4.1. Executive Desk**

- **Quantity:** 4 set
- **Dimensions:**
  - Main Table - 1800mm x 700mm x 750mm
  - Side table - 1000mm x 450mm x 750mm
- **Top:** 25mm thick table top MFC laminated finish with 3-drawer mobile pedestal
- **Tolerance:** +/- 10mm tolerance in dimensions

##### **4.2. Mobile Pedestal**

- **Quantity:** 27 pieces
- 3-drawer with centralized lock
- Powder coated finished



- At least gauge 20
- **Color/Finish:** Gray

#### 4.3. Office Workstation partition (Custom Color)

- **Quantity:** 27 sets
- **Table Top:** 1200mm x 600mm work table top with 25mm thickness, MFC Laminated
- **Partition:** set of 1-1200mm(L) x 1200mm(H) and 2-600mm(L) x 1200mm(H) full board partition
- Powder coated finish, metal brackets, and adjustable foot leveler
- with a power outlet (2 gang universal outlet. No wiring included)

### 5.0 DELIVERY, INSTALLATION, AND SITE CLEARING

- **Delivery Location:** RR Road Cristobal St. Paco, Manila
- **Delivery Period:** All items must be delivered and installed within **fifteen (15) calendar days** upon receipt of the Notice to Proceed.
- **Coordination:** The supplier must coordinate with the designated representative at least three (3) working days prior to delivery.

### 6.0 INSPECTION AND ACCEPTANCE

- **Rejection Clause:** The delivery and acceptance of items shall be considered on a per lot basis. **Failure to comply with the specifications of any single item shall result in the rejection of the entire lot.**
- **Final Acceptance:** An Inspection and Acceptance Report (IAR) will only be signed after all items are confirmed to be 100% compliant and correctly installed.

### 7.0 WARRANTY

The supplier shall provide a minimum of **one (1) year warranty** on all furniture against manufacturing defects, covering both parts and service.

### 8.0 PAYMENT TERMS

Payment shall be made after complete delivery, installation, and final acceptance of all items, subject to the submission of complete billing documents (i.e., original Invoice, Delivery Receipt, and the signed Inspection and Acceptance Report).

In line with government initiatives for more efficient and secure financial transactions, as advised by circulars such as PS-DBM Advisory No. 2022-030, all payments shall

be made through a direct bank-to-bank credit system (e.g., Land Bank of the Philippines' Advice to Debit Account - ADA) and not through the issuance of checks.

To facilitate this, the supplier shall be required to submit, along with their billing, a notarized **Bank Certificate issued by their depository bank indicating the Account Name and Account Number.**

Furthermore, in view of the Revenue Memorandum Order (RMO 002-2025) issued by the Bureau of Internal Revenue (BIR), the Procurement Service - Department of Budget and Management (PS-DBM), through its **PS-DBM Advisory No. 2025-01**, the process for obtaining the required Tax Clearance for final payment is as follows: The Chief Accountant of PS-DBM shall first issue a certification to the supplier. This certification must then be used by the supplier to apply for and secure the final "Tax Clearance Certificate (For Final Settlement of Government Contracts)" from the BIR. This Tax Clearance Certificate must then be submitted to PS-DBM for the processing and release of the final payment.

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted**

**person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code;

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: \_\_\_\_\_

Fax No/s.: \_\_\_\_\_

E-mail Add/s.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used\*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorney's No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_.

*\*The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

*At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;*

*The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.*