



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



REQUEST FOR PRICE QUOTATION

30 May 2018

PURCHASE OF VARIOUS OFFICE EQUIPMENT (RFQ 58-2018)

Date: _____
 Name of Company: _____
 Address: _____
 Business Permit No. _____
 TIN No. _____
 PhilGEPS Registration No.: _____

Please quote your lowest net price, taxes included for the item/s described below and submit your ***signed and sealed*** quotation to the POEA BAC Secretariat, BFO Building, Ortigas Ave., cor Edsa, Mandaluyong City not later than 2 p.m. on **05 June 2018** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.


CANDIDA B. VISTRO
 Vice-Chairperson
 Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| QTY./UNIT | DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT | UNIT PRICE | TOTAL PRICE |
|-----------|---|----------------------------------|------------|-------------|
| 2 pcs | Office Swivel Chair | ₱10,000.00 | ₱_____ | ₱_____ |
| 1 pc | Computer Table | ₱2,500.00 | ₱_____ | ₱_____ |
| 2 pcs | Locker Steel Cabinet | ₱14,000.00 | ₱_____ | ₱_____ |
| 2 pcs | Mini vault | ₱16,000.00 | ₱_____ | ₱_____ |
| 1 pc | Lateral Filing Cabinet (3 Layers, light gray color, 90w x 45d x106h cm) | ₱13,000.00 | ₱_____ | ₱_____ |
| 1 pc | Training Tables (foldable, light gray, 180w x 60d x 74h cm) | ₱10,000.00 | ₱_____ | ₱_____ |

| | | | | |
|---|---|------------|---------|---------|
| 4 pc | Visitor's Chair (low back, cantilever base, with PP arm rest, fabric, dash gray) | ₱10,000.00 | ₱ _____ | ₱ _____ |
| | | | TOTAL | ₱ _____ |
| Name of Company | | | | |
| Complete Address | | | | |
| Telephone No./Fax | | | | |
| Printed Name of Owner/Authorized Representative and Signature | | | | |

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by your or any of your duly authorized representative/s.
7. The POEA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The POEA may rescind or terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under circumstances.
9. The bidder shall submit the following requirements:
 - a) Business Permit/Mayor's Permit;
 - b) PhilGEPS Registration;
 - c) Income/Business Tax Return; and
 - d) Omnibus Sworn Statement.