



**REQUEST FOR QUOTATION NO.: 2025-03-023**

Date: March 18, 2025

**Procurement Title** : One (1) Lot Supply, Delivery, and Installation of Various Office Furniture and Equipment for the CFO Davao Extension Office (2<sup>nd</sup> Posting)

**Purchase Request Nos.** : 2025-03-027, 2025-03-028, 2025-03-029, 2025-03-030, and 2025-03-031

**Approved Budget for the Contract** : PHP 75,800.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sgt. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **March 24, 2025, by 9:00 A.M.**

Documents submitted via email must be **secured with password protection**. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

**I. General Terms and Conditions:**

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate;**
  - **Notarized Omnibus Sworn Statement;**
  - **Copy of any Valid ID of the Authorized Representative; and**
  - **Brochure/additional supporting documents**

4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be charged to the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

**COMPANY NAME** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**PHILGEPS REGISTRATION NO.:** \_\_\_\_\_ **VALID UNTIL:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_  
**MOBILE NUMBER:** \_\_\_\_\_

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
<b>One (1) Lot Supply, Delivery, and Installation of Various Office Furniture and Equipment for the CFO Davao Extension Office</b>			
<b>Specifications:</b>			
Swivel Chair <ul style="list-style-type: none"> <li>• With foam seat</li> <li>• With metal frame and base</li> </ul>	5 units	Php 23,000.00 (Php 4,600.00 per unit)	
Sofa <ul style="list-style-type: none"> <li>• Polyester Upholstery</li> <li>• With foam seat</li> <li>• 3-Seater Sofa</li> </ul>	1 unit	Php 19,100.00	
Office Table <ul style="list-style-type: none"> <li>• Dimension – H29 x W49.5 x D23.5</li> <li>• With fixed drawers</li> <li>• Color: White</li> </ul>	1 unit	Php 4,000.00	
Visitor Chair <ul style="list-style-type: none"> <li>• With metal frame</li> <li>• With foam seat</li> </ul>	10 units	Php 17,500.00 (Php 1,750.00 per unit)	
Steal Cabinet with Vault <ul style="list-style-type: none"> <li>• With Three (3) drawers</li> <li>• Color: White</li> </ul>	1 unit	Php 12,200.00	
<b>TOTAL AMOUNT</b>		<b>Php 75,800.00</b>	

**Delivery Address:** Commission on Filipinos Overseas CFO Davao Office, Walters Building, Ecoland-Sandawa Crossing, Quimpo Boulevard, Brgy. Bucana, Davao City

**Delivery Schedule:** 15 calendar days upon receipt of the Notice to Proceed

After carefully evaluating the General Terms and Conditions, Specifications, Delivery Address and Schedule, and Other Requirements, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

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Signature over printed name (Owner/Authorized Representative)

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Date

For further information, please refer to:

**KEESHIA MAE A. BIENDIMA**

Administrative Office IV/ Lead BAC Secretariat

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) or [kabiendima@cfo.gov.ph](mailto:kabiendima@cfo.gov.ph)

Telephone: 8552-4792 / 8552-4703 / 8552-4756