



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE
Malacañang, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-07-027

Mode of Procurement: Negotiated Procurement – Small Value Procurement (Sec. 53.9)

The Presidential Legislative Liaison Office (PLLO) through its Bids and Awards Committee (BAC) hereby invites all interested suppliers to quote their lowest price on the items listed below, subject to the General Conditions stated therein, and submit the same duly signed by their respective authorized representative/s not later than **12th of July 2021**.

RIS No.	Name of Project	Location	Total Approved Budget for the Contract (Php)
HREP 2021-05-048	PROCUREMENT of 1 (One) Lot Office Workstation and Partition	PLLO – House of Representatives, Quezon City	880,000.00

TERMS OF REFERENCE:

This TOR shall be pursuant to government procurement (involving supply, delivery, and installation) of 1 (one) Lot of Office Workstation and Partition to be conducted by the PLLO Bids and Awards Committee.

I. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIER

1. The prospective bidder/s shall bid for the supply, delivery, and installation of 1 (one) lot Office Workstation and Partition, to the PLLO, with specifications listed below:

- 19 pcs. Solid Panel H2690 x L1200 mm
- 2 pcs. Solid Panel H2690 x L800 mm
- 1 pc. Solid Panel H2690 x L700 mm
- 1 pc. Solid Panel H2690 x L600 mm
- 1 pc. Solid Panel H2690 x L585 mm
- 1 pc. Solid Panel H2690 x L560 mm
- 1 pc. Solid Panel H2690 x L427 mm
- 1 pc. Solid Panel H2690 x L300mm
- 3 pcs. Solid Panel H590 x L800
- 16 pcs. Panel Support
- 3 pcs. Solid Door Panel H2100 x HL800
- 10 pcs. Half Glass Panel H1500 x L1200 mm
- 2 pcs. Half Glass Panel H1500 x L900 mm
- 6 pcs. Half Glass Panel H1500 x L865 mm
- 1 pc. Half Glass Panel H1500 x L859 mm
- 4 pcs. Half Glass Panel H1500 x L800 mm
- 10 pcs. Half Glass Panel H1500 x L700 mm
- 2 pcs. Half Glass Panel H1500 x L600 mm
- 1 pc. Half Glass Panel H1500 x L400 mm
- 8 pcs. Cable Cap; 8 pcs. Outlet Hole; 60 pcs. Floor Fix

II. SCHEDULE OF DELIVERY

The supply, delivery, and installation shall be made within thirty (30) calendar days or less upon receipt of the Notice of Award/Notice to Proceed.

III. PAYMENT

1. The supplier shall be paid in full upon certification from the PLLO to the effect that the Items have been duly delivered.
2. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

IV. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead of the bidder.
2. PhilGEPS Registration Certificate, Mayor's or Business Permit, BIR Certificate of Registration, Income or Business Tax Return, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the suppliers Statement of Account, DR, Invoice, and subject to deduction of applicable taxes.

For further inquiries, suppliers may contact telephone nos. 8-736-1192 and 8-736-1116 c/o Ms. Rosalie T. Morales. The Quotation may be submitted through e-mail at rtmorales@pllo.gov.ph or delivered to the address below:

Bids and Awards Committee Secretariat
2/F Annex New Executive Bldg.,
Malacañang, Manila

The PLLO reserves the right to reject any or all quotations/bids, to waive any formality or minor defects therein, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, and to accept only the offer that is most advantageous to the government, without incurring any liability whatsoever.


ASEC. ROMULO V. ARUGAY
BAC Chairperson

July 6, 2021