



## REQUEST FOR QUOTATION

Date: April 4, 2023  
RFQ No. 2023-MC-81

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(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY AND DELIVERY OF THIRTY FOUR (34) PIECES OFFICE CHAIRS**, with an **Approved Budget for Contract (ABC) of Three Hundred Twenty Four Thousand Eight Hundred Seventy Pesos (₱ 324,870.00)**, **VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **3:00 p.m. of April 14, 2023**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2023 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Brochure or downloaded printed materials of the item being offered; and**
- e. **Copy of the Terms of Reference duly signed on all pages.**

Open quotations may be submitted manually or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Mr. Odysseus Oliver U. Galimba** at telephone no. **(02) 8789-4760** or email address at [ougalimba@picc.gov.ph](mailto:ougalimba@picc.gov.ph).

  
**KRISTINE ANGELICA E. AGUJO**  
Head, BAC Secretariat/  
Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Supply and delivery of Thirty Four (34) pieces Office Chair. ✓

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

Three Hundred Twenty Four Thousand Eight Hundred Seventy Pesos  
(₱ 324,870.00), VAT Inclusive

**III. SPECIFICATIONS:**

Mid back swivel chairs with polyurethane shell cover and fabric upholstered high density molded foam

Quantity: Thirty four (34) pieces at ₱9,555.00 per piece

Material: Polypropylene, fabric upholstered

Recommended size: Width: 61 cm Depth: 59cm Height: 45-58cm

Features:

a.) Backrest

- mid back swivel chair
- polyurethane shell cover
- high density moulded foam with fabric upholstery cover (black/gray) (see approved existing sample)
- recommended size:
  - backrest height - 49 cm
  - backrest width - 45 cm
  - overall height - 87 - 98 cm

b.) Seat

- high density polyurethane foam with fabric upholstery cover (see approved existing sample)
- size: seat width - 61 cm
  - seat depth - 59 cm
  - seat height - 45 – 58 cm

c.) Mechanism

- Tilt mechanism in permanent contact mode
- a control lever releases tilt for free float of backrest or locked to a specific angle/ lockable tilting mechanism

d.) Armrest

- Solid polypropylene fixed armrest

- e.) Gas lift mechanism
  - for height adjustment of the seat
  - stabilus mechanism
  - Size: gas cylinder head dia. - 25 Ø
  - Outer tube diameter - 50 Ø
  - Pneumatic height adjustment
  
- f.) Base
  - 60mm Five pronged nylon/polypropylene base
  
- g.) Wheel Casters
  - 50mm Twin nylon wheel casters
  
- h.) Fabric
  - Description: Black and gray mixed thread fabric
  - Material/Composition: 100% Polyester
  - Width: 60 inches
  - Special Finish: Antistatic treated, Stain Resistance Treated, Fire Retardant treated according to BS 5852 Standards, Flammability treated according to California Technical Bulletin 117 Section E. Part 1 (see existing fabric sample)

Recommended Item color: Black and gray mixed thread fabric

**IV. SCHEDULE OF REQUIREMENT:**

To be delivered within sixty (60) calendar days upon the approval of product sample.

**V. TERMS OF PAYMENT:**

Two weeks after full delivery and final acceptance of Facilities and Property Division's authorized representative and upon submission of the following:

- Billing Invoice
- Delivery Receipt
- Contract/Request for Services/Purchase order
- Notice of Award
- Notice to Proceed

**VI. WARRANTY:**

One (1) year on materials and workmanship defects

**VII. OTHER CONDITIONS:**

Upon receipt of Notice to Proceed, the CONTRACTOR shall present the shop drawing or actual sample (if available) with product brochure containing the complete specifications and actual fabric of Office Chairs for the approval of the end user within fifteen (15) calendar days. Delivery will be within sixty (60) calendar days upon the approval of product sample.

e.) Gas lift mechanism

- for height adjustment of the seat
- "stabilus" mechanism or equivalent
- Size: gas cylinder head dia. - 25 Ø  
Outer tube diameter - 50 Ø
- Pneumatic height adjustment

f.) Base

- 60mm Five pronged nylon/polypropylene base

g.) Wheel Casters

- 50mm Twin nylon wheel casters

h.) Fabric

Description: Black and gray mixed thread fabric

Material/Composition: 100% Polyester

Width: 60 inches

Special Finish: Antistatic treated, Stain Resistance Treated, Fire Retardant treated according to BS 5852 Standards, Flammability treated according to California Technical Bulletin 117 Section E. Part 1 (see existing fabric sample)

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## VIII. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. AWARDEE shall pick up PO issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



# REQUEST FOR QUOTATION

Date:

RFQ No. 2023-MC-81

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER  
ROXAS BLVD., 1307 PASAY CITY

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

QUANTITY	UNIT	ITEMS	UNIT PRICE	TOTAL PRICE (VAT Inclusive)
34	pieces	Office Chair	₱	₱

*Note: Partial offer is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of evaluation and contract award.*

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address/es: \_\_\_\_\_ Mobile No.: \_\_\_\_\_