



REQUEST FOR QUOTATION

RFQ No.: 2025-04-030
 Date : _____

Name of Company/Shop/Store : _____
 Name of Authorized Representative : _____
 Contact Number : _____

1. The BuCor-Davao Prison and Penal Farm (DPPF) through its Bids and Awards Committee (BAC) invites interested bidders to submit a quotation/proposal with the Approved Budget for the Contract (ABC) in the amount of **PHILIPPINE PESO FIVE HUNDRED EIGHTY-FOUR THOUSAND THREE HUNDRED SEVENTY-FIVE ONLY (PHP 584,375.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
2025-04-0049	SUPPLY AND DELIVERY OF VARIOUS OFFICE CHAIRS AND TABLES FOR VARIOUS OFFICES

2. Procurement shall be conducted through **SHOPPING B** under **Section 52.1 b - Negotiated Procurement** as prescribed under Rule XVI- Alternative Methods of Procurement of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. The quotation must be duly signed by the bidder and must be submitted at the **BAC Office, Administrative Building, Davao Prison and Penal Farm, B.E Dujali, Davao del Norte** or by email at dppfbac@bucor.gov.ph. **The quotations shall be received not later than April 25, 2025 @ 1:55 PM.**
4. The bidder must **submit a copy** of the following documents, **together with the proposal**, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
- Valid and current Mayor’s/Business Permit;
 - PhilGEPS Registration Number to be indicated in RFQ Form;
 - Duly Notarized Omnibus Sworn Statement (for ABC above 50,000.00)
 - Valid and Current Income Business Tax Return (for ABC above 500,000.00)
5. **DPPF** reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DPPF further reserves the right to reject all proposals, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
6. For any clarification, you may contact *Ms Julie Joy B Divinagracia, Head, BAC Secretariat* at telephone no. **0917-102-9495** or email at dppfbac@bucor.gov.ph.


CSUPT DIVINA S CAMIÑA
BAC Chairperson

TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Use of this RFQ is mandatory. Additional attachments for products/items specifications are encourage.
3. Price proposal must be valid for the period of **thirty (30) calendar days** from the date of submission.
4. Price proposal to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
5. Proposals exceeding the ABC per lot shall be automatically rejected.
6. The **award of the contract** shall be made to the lowest calculated and responsive proposal per lot, which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the bidder or any of his/her duly authorized representative/s.
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. DPPF shall rescind 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 open.





RFQ FORM

Date: _____

The Bids and Awards Committee
DAVAO PRISON AND PENAL FARM
 Braulio E. Dujali, Davao del Norte, 8106

Sir/Madam:

After having carefully read and accepted the project requirements, I/we submit our proposal for the item as follows:

ITEM NO.	UNIT	ITEM/S DESCRIPTION	QTY	State of Compliance		Bidder's Offer		
				YES	NO	Brand Name, Model, and Other Remarks	Unit Price	Total Amount
1.		MONOBLOCK CHAIR with ARMREST ✓ <ul style="list-style-type: none"> • Polypropylene plastic ✓ • Measurement: Width: 57.5 cm ✓ Depth: 61.5 cm ✓ Height: 59.5cm ✓ • Color: Beige ✓ 	5 ✓					
2.		MONOBLOCK CHAIR without ARMREST ✓ <ul style="list-style-type: none"> • Polypropylene plastic ✓ • Measurement: Width: 42.5 cm ✓ Depth: 49 cm ✓ Height: 80 cm ✓ • Weight: 2.2 kgs ✓ • Color: Beige ✓ 	25 ✓					
3.		OFFICE CHAIR ✓ <ul style="list-style-type: none"> • Low back seat type ✓ • Adjustable Seat Height ✓ • Swivel 360 degrees ✓ • Tilt Function Mechanism ✓ • Ergonomic lumbar support ✓ • Measurement: Width: 61 cm ✓ Depth: 59 cm ✓ Height: 89.5-99.5 cm ✓ Seat Height: 44.5-54.5 cm ✓ • Seat: Metal & Plywood + foam with PP armrest ✓ • Legs: Nylon base with PU+Nylon Castor and BIFMA5.1 gaslift ✓ • Weight capacity: 90 kgs ✓ • Color: Grey ✓ <div align="center" data-bbox="354 1906 662 2330"> </div>	45 ✓					



4.	<p>OFFICE CHAIR ✓</p> <ul style="list-style-type: none"> • High Back seat type ✓ • Adjustable seat height and headrest ✓ • Swivel 360 degrees ✓ • Tension control ✓ • Butterfly mechanism with tilt & lock function ✓ • Adjustable lumbar support ✓ • Measurement: <ul style="list-style-type: none"> Width: 65 cm ✓ Depth: 52 cm ✓ Total Height: 128-138 cm ✓ Seat height: 45-55 cm ✓ • Materials: <ul style="list-style-type: none"> Seat – Fabric padded seat with 60mm thick new foam inside + height adjustable lumbar support covered with 437/1m gsm mesh fabric. Back – Mesh back + PP with fiber back frame covered with 492g/1m gsm mesh fabric + fabric padded headrest with 10mm thick foam; + 2D headrest ✓ Armrest – Fixed PP ✓ Legs – 2.5mm thickness butterfly mechanism with tilt & lock function; BIFMA passed CLASS 3 gas lift & 340mm black nylon base with BIFMA passed 50MM nylon & PU castors. ✓ • Weight: 125 kgs ✓ • Color: <ul style="list-style-type: none"> Black – 9pcs ✓ Beige – 1pc ✓ <div data-bbox="414 1475 625 1819" style="text-align: center;"> </div>	10 ✓						
5.	<p>OFFICE CHAIR ✓</p> <ul style="list-style-type: none"> • Low Back seat type ✓ • Adjustable seat height ✓ • Swivel 360 degrees ✓ • Tension control ✓ • Butterfly mechanism with tilt & lock function ✓ • Adjustable lumbar support ✓ • Measurement: <ul style="list-style-type: none"> Width: 62 cm ✓ Depth: 51 cm ✓ Height: 102-112 cm ✓ Seat Height: 45-55 cm ✓ • Materials: 	20 ✓						







**BUREAU OF CORRECTIONS
DAVAO PRISON AND PENAL FARM**



Braulio E. Dujali, Davao del Norte, 8106



		<p>Seat - Fabric padded seat with 60mm thick new foam inside+ height adjustable lumbar support covered with 437g/1m gsm mesh fabric. ✓</p> <p>Back – Mesh back + PP with fiber back frame covered with 492g/1m gsm mesh fabric + fabric padded headrest with 10mm thick foam; +2D headrest ✓</p> <p>Armrest – fixed PP ✓</p> <p>Legs - 2.5mm thickness butterfly mechanism with tilt & lock function; ✓ BIFMA passed CLASS 3 gaslift & 340mm black nylon base with BIFMA passed 50MM nylon & PU castors. ✓</p> <ul style="list-style-type: none"> • Weight capacity: 125 kgs ✓ • Color: Dark Grey ✓ 							
6.		<p>OFFICE CHAIR (EXECUTIVE) ✓</p> <ul style="list-style-type: none"> • High Back seat type ✓ • Adjustable seat height & swivel 360 degrees ✓ • Butterfly mechanism with tilt & lock function ✓ • Measurement: Width: 65 cm ✓ Depth: 51 cm ✓ Height: 119-129 cm ✓ Seat Height: 45-56 cm ✓ • Materials: Seat – PU padded with foam + headrest + 3D armrest w/ soft PU armpad Legs – Metal Base + BIFMA CLASS 3 gas lift + BIFMA PU Nylon Castor • Weight capacity: 130 kgs ✓ • Color: Beige (for Supt – New Con & Office) 	2 ✓						





7.	<p>GUEST CHAIR ✓</p> <ul style="list-style-type: none"> • Measurement: Width: 61 cm ✓ Depth: 51 cm ✓ Height: 84 cm ✓ Seat height: 44 cm ✓ • Materials: Backrest – 13mm thick plywood with 25 mm thick foam covered with Polyester fabric. ✓ Seat – 13mm thick plywood with 50 mm thick foam covered with Polyester fabric. ✓ Leg – 19mm dia. X 1.2mm thick metal tube in chrome plating finish. ✓ • Weight capacity: 100 kgs. ✓ • Color: Gray ✓ 	20 ✓					
8.	<p>OFFICE TABLE ✓</p> <ul style="list-style-type: none"> • Comes with 3 drawer mobile pedestal and a CPU stand ✓ • Measurement: Width: 120 cm ✓ Depth: 60 cm ✓ Height: 76 cm ✓ • Materials: Table top and drawer front: MDF ✓ Side panel and support: Particle board ✓ • Color: Oak ✓ • Weight Capacity: Top: 60 kgs ✓ Drawer/Shelf: 5 kgs ✓ 	5 ✓					
9.	<p>OFFICE TABLE ✓</p> <ul style="list-style-type: none"> • Three built-in drawers on the right side and one under the top for extra storage of keyboards, remotes, pens and other items. ✓ • Measurement: Width: 120 cm ✓ Depth: 60 cm ✓ 	30 ✓					





**BUREAU OF CORRECTIONS
DAVAO PRISON AND PENAL FARM**

Braulio E. Dujali, Davao del Norte, 8106



	<p>Height: 76 cm ✓</p> <ul style="list-style-type: none"> • Materials: Table Top and Drawer Front: MDF ✓ Side Panel and Support: Particle board ✓ • Weight Capacity: 60 kgs – Top ✓ 5 kgs – Drawer/Shelf ✓ • Color: Oak ✓ 						
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NOTE: STORE MUST BE WITHIN 70KM. RADIUS FROM THIS PENAL FARM

Total Offered:

<p>Approved Budget of the Contract (ABC): <i>PHILIPPINE PESO FIVE HUNDRED EIGHTY-FOUR THOUSAND THREE HUNDRED SEVENTY-FIVE ONLY (PHP 584,375.00)</i></p>	<p>Contract Period: <i>15 DAYS</i></p>
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Signature over Printed Name : _____
 (Total) Amount offered in Words and Figures: _____
 The above-quoted price is **inclusive of all costs and applicable taxes.**

Very truly yours,

Signature : _____
 Printed Name¹ : _____
 Date : _____
 Company Name : _____
 Contact Number : _____
 PHILGEPS Registration Number : _____
 TIN : _____

¹ Authorized Representative must submit a Secretary's Certificate for Corporation or Special Power of Attorney for Sole Proprietorship or Partnership stating s/he is authorized to sign, execute, deliver, all documents and amendments thereto, including but not limited to forms, statements, undertakings, declarations, and estimates necessary or relating to the Company's participation in the Project. Moreover, receive any and all notices, communication and information pertaining to the Project; and execute and perform any and all acts necessary or appropriate to submit the bid and participate in the Project, and to sign and execute the ensuing contract for the Project. Likewise, to discourage middleman, the authorized representative has to show proof of employment to the company s/he is representing for at least three (3) years.

