



Request for Quotation for the Supply and Delivery of Various Office Furniture and Fixtures for New CWD Office Building

1. The Carmona Water District hereinafter referred to as the "Purchaser" now requests for submission of price quotation for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications are provided in Attachment 1. All items listed under the Purchaser's Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation.
3. Procurement procedures will be conducted in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. Quotations must be delivered/faxed/emailed on or before November 14, 2023 at 05:00 PM:

Carmona Water District
Block 8, Lot 8, Joy St., Cityland Subdivision,
Brgy. Mabuhay, Carmona, Cavite
Tel. Nos. (046) 430-0832 / (046) 430-1705
carmonawd@yahoo.com billing@carmonawd.gov.ph
BAC Secretariat: cornelio.pacleb@carmonawd.gov.ph
customerservice@carmonawd.gov.ph

5. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
6. Quotations shall be valid for one hundred twenty (120) calendar days from the deadline of submission of bids.
7. The delivery period shall be fifteen to thirty (15-30) days upon receipt of Purchase Order (PO).
8. The winning bidder/supplier shall submit a notarized Omnibus Sworn Statement, a copy of Mayor's/Business Permit and Income/Business Tax Return prior to the issuance of Purchase Order as stated in Annex "H" Appendix A of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

**BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.*

9. Delivery Site:

Carmona Water District
Block 8, Lot 8, Joy St., Cityland Subdivision,
Brgy. Mabuhay, Carmona, Cavite



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
(LWUA CCC NO. 561)
ISO CERTIFICATE NO. 80132/A/0001/UK/En
Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay
City of Carmona, Cavite
Tel. No. (044) 430-0832 loc. 101-112, Fax No. (044) 430-1705
Email Add.: carmonawd@yahoo.com



10. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
11. The Purchaser reserves the right to accept or reject any quotation, and to annul the procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.

The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.

12. The prospective bidder/supplier shall submit the following:
 - a) Quotation Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration

(SGD)

ROCELISA G. MAULANIN
Chairperson, Bids and Awards Committee






Attachment 1

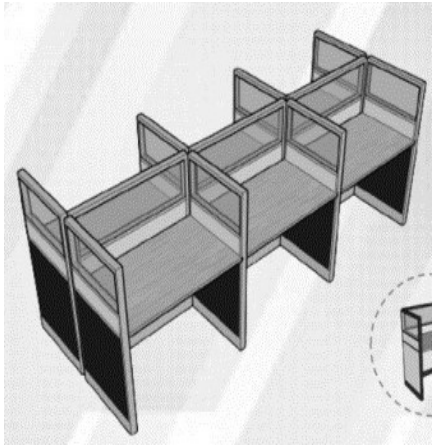
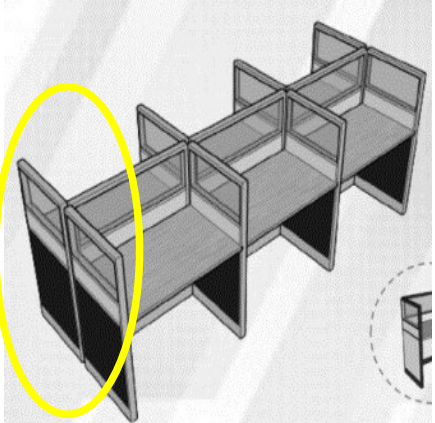

TECHNICAL SPECIFICATIONS

Purchaser's Specifications		Bidder's Specifications
Picture Reference	Description	
	Stackable Visitor Chair – 4pc - Mesh Airflow Backrest - Tubular Frame - Fabric Upholstered Seat Item Dimension: L53cm x W40cm x H83cm	
	High Back Office Chair – 17pc - Mesh back and seat - With adjustable head rest - 360° swivel - With lumbar support - Chrome star base - Padded arm rest with foot rest - Reclining Size: 60L x 50W x 115H cm	
	Mesh Executive Chair – 14pc - 360° swivel - Adjustable head rest - Lumbar support Item Dimension: L57cm x W53cm x H123cm	
	High Back Office Chair – 7pc - Mesh back and seat - With adjustable head rest - 360° swivel - With lumbar support - Chrome star base Size: 58L x 54W x 117H cm	







Purchaser's Specifications		Bidder's Specifications
Picture Reference	Description	
	<p>High Chair – 2pc</p> <ul style="list-style-type: none"> - Mesh back and seat - 360° swivel - With lumbar support - Chrome star base - With footing <p>Size: 60L x 47W x 126H cm</p>	
	<p>3 Drawer Mobile Pedestal – 1pc</p> <ul style="list-style-type: none"> - Recessed handle - Steel powder coating - Centralized locking mechanism - With caster wheels - With pencil tray & file divider - Color dark gray <p>Item Dimension: 40W x 56D x 65H cm</p>	
	<p>Single Work Station – 2unit</p> <ul style="list-style-type: none"> - Fabric w/ glass - Three sided partition - H1200mm x L1200mm x W600mm - Charcoal gray aluminum end trims 4.68cm series - Fabric color & table swatch may vary/modify w/o extra charge - Worktop: 25mm laminated w/ hole & grommet for computer table cable wires - Glass w/ stripes design 	







Purchaser's Specifications		Bidder's Specifications
Picture Reference	Description	
	6-Seater Work Station – 1unit <ul style="list-style-type: none"> - Fabric w/ glass - Equivalent 3-sided partition in each table - H1200mm x L1200mm x W600mm - Charcoal gray aluminum end trims 4.68cm series - Fabric color & table swatch may vary/modify w/o extra charge - Worktop: 25mm laminated w/ hole & grommet for computer table cable wire - Glass w/ stripes design 	
	Partition – 1pc <ul style="list-style-type: none"> - Fabric w/ glass - 2.3 linear meter - H1200mm x L2300mm - Charcoal gray aluminum end trims 4.68cm series - Fabric color & table swatch may vary/modify w/o extra charge - Glass w/ stripes design 	
	4D Vertical Filing Cabinet – 2pc <ul style="list-style-type: none"> - Size: L90 x w45 x H138 cm - Powder coated steel - With file divider - Central lock system 	





Purchaser's Specifications		Bidder's Specifications
Picture Reference	Description	
	Heavy Duty Steel Rack – 15pc - Size: 90W x 40D x 183H cm - 5 layers - All steel metal frame and layers - Adjustable layers - Boltless - 100kg capacity per layer	
	Rectangular Conference Table – 1pc - 12-14 seaters - Table Top: Brown - Metal Frame - Grommet Size: 360W x 120D x 75H cm	
	Dining Set – 1set - 8 seaters - L200x W100 - Table top thickness: 25mm	
	Wooden L-Type Executive Table – 2unit - Grommet hole for wire management - Mobile pedestal with safety lock - Movable side cabinet - Table top thickness: 50mm Item Dimension: L160cm x W75cm x H76cm	



Purchaser's Specifications		Bidder's Specifications
Picture Reference	Description	
	Customized Partition Panel for L-Shaped Executive Table– 2pc - Full fabric finish - Customized panel color - Powder coated aluminum endtrims Size: 160L x 100H cm	
	Customized Partition Panel for L-Shaped Executive Table– 2pc - Full fabric finish - Customized panel color - Powder coated aluminum endtrims Size: 175L x 100H cm	
	2 Seaters Customized Office Cubicle – 1unit - Fabric with glass - Frosted glass - Customized panel color - Powder coated aluminum endtrims Size per cubicle: 120W x 60D x 120H cm	
	4 Seaters Customized Office Cubicle – 1unit - Fabric with glass - Frosted glass - Customized panel color - Powder coated aluminum endtrims Size per cubicle: 120W x 60D x 120H cm	



Purchaser's Specifications		Bidder's Specifications
Picture Reference	Description	
	Customized Bar Table – 1pc - 1 ½ Steel frame - 255mm Laminated board with PVC - Edgeband Size: L180 x W40 x H110 cm	Requirements: <ul style="list-style-type: none"> Please indicate the brand and model of the product being offered.
	3 Seater Bench Type – 4pc - Foam with leather cover - Steel frame Size: 120L x 45D x 41H cm	

Approved Budget for the Contract: Php701,680.00

Terms of Payment: Thirty (30) calendar days upon complete delivery

Delivery Site: Carmona Water District
 Block 8, Lot 8, Joy St., Cityland Subd.
 Brgy. Mabuhay, Carmona, Cavite

Delivery Period: Fifteen to thirty (15-30) days upon receipt of Purchase Order (PO).



REQUEST FOR QUOTATION FORM

Date: _____

RFQ. No. 2023-10-524/11-541/543

Attention: BIDS AND AWARDS COMMITTEE
Block 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay,
Carmona, Cavite

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

Description	Quantity	Delivery Site	Unit Price	Total Price
Various Office Furniture and Fixtures	1 Lot	Carmona Water District		

- 2) We undertake, if our Quotation or bid is accepted, to be available for delivery the above goods within fifteen - thirty (15-30) days upon receipt of Purchase Order (PO).
- 3) We agree to abide by this Quotation/bid for a period of one hundred twenty (120) days after the deadline of submission specified in the RFQ.
- 4) We understand that payment for items delivered will be made in the stated terms of payment to the winning supplier after the inspection and acceptance of goods delivered.

Name of company : _____

Postal address : _____

TIN No. : _____

Telephone/ Fax No./ Email Address : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]