

## REQUEST FOR QUOTATION

Date: March 2, 2020

RFQ No. 2020-94

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Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY AND DELIVERY OF FLIP CHART STANDS AND WHITE BOARDS**, with an **Approved Budget for Contract (ABC) of One Hundred Forty One Thousand Pesos (Php 141,000.00)**, 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 Technical Specifications provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of March 9, 2020**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2020 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

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

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at [cdesteban@picc.gov.ph](mailto:cdesteban@picc.gov.ph).

  
**ALBERTO C. GONZALES**  
OIC, Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Supply and Delivery of Flip Chart Stands and White Boards

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

One Hundred Forty One Thousand Pesos (Php 141,000.00), VAT Inclusive

**III. SPECIFICATIONS:**

1. Item: **Flip Chart Stand** (*see attached picture*)

- Foldable for easy storage
- Metal frame in black powder finish
- With metal base with adjustable rollers
- With white board size 24 inches x 36 inches (one side only)
- With flip chart pad holder
- With five (5) flip chart pads size 24 inches x 36 inches (100 sheets per pad)

Quantity: 10 pieces

2. Item: **White Board** (*see attached picture*)

- Double faced and reversible
- 2 pieces 4 feet x 8 feet, 15mm thick white board with 20mm aluminum frame
- With stainless steel frame stand made of 1.5 x 1.5 SS202 Stainless square tubing, 48 inches high x 100 inches long
- With threaded knob as lock
- With fixed pen and eraser shelf
- With durable swivel type wheel (2" caster wheel in rubber materials)
- Welded frame for durability

Quantity: 4 pieces

**IV. SCHEDULE OF REQUIREMENT:**

For the Flip Chart Stand, the supplier shall present sample of the item for approval of the end-user within fifteen (15) calendar days after the receipt of Notice to Proceed. Complete delivery shall be within thirty (30) calendar days after the approval of the sample.



For the White Board, the supplier shall present sample of the item for approval of the end-user within fifteen (15) calendar days after the receipt of Notice to Proceed. Complete delivery shall be within sixty (60) calendar days after the approval of the sample.

**V. TERMS OF PAYMENT:**

Full payment within three (3) weeks after full delivery and final acceptance of Marketing and Events Management Department's authorized representative and upon submission of Sales Invoice/Statement of Account.

**VI. WARRANTY:**

Three (3) months warranty for the Flip Chart Stand and One (1) year warranty for the White Board.

**VII. 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

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**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	ITEM	UNIT PRICE	TOTAL AMOUNT
10 pieces	Flip Chart Stand	₱ _____ per piece	₱ _____
4 pieces	White Board	₱ _____ per piece	₱ _____
<b>TOTAL</b>			₱ _____ <b>VAT Inclusive</b>

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

We acknowledge that PICC 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.: \_\_\_\_\_