



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

RFQ No.: **2025-03-0024**

Date: March 5, 2025

Supplier: _____

Address: _____

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than March 17, 2025, 10am the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ
Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	LOT	PROCUREMENT OF VARIOUS TABLEWARE		
13	set	Coffee Cup and Saucer, 6 pairs/set	₱2,718.07	₱35,334.91
9	set	Drinking Glass, 6 pieces/set	₱680.00	₱6,120.00
8	set	Drinking Goblet, 6 pieces/set	₱1,000.00	₱8,000.00
15	set	Spoon, 6 pieces/set	₱340.00	₱5,100.00
15	set	Fork, 6 pieces/set	₱340.00	₱5,100.00
15	set	Teaspoon, 6 pieces/set	₱340.00	₱5,100.00
		<i>(please see attached technical specifications)</i>		
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Duly notarized Omnibus Sworn Statement <i>(to be submitted by the winning bidder upon issuance of the Purchase Order)</i>		
TOTAL AMOUNT				₱64,754.91

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by: _____

Supplier : _____

By : _____

Tel. No.: _____

TIN : _____

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



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TECHNICAL SPECIFICATIONS
PROCUREMENT OF VARIOUS TABLEWARE
RFQ No. 2025-03-0024 dated March 5, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the following item/s:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Procurement of Various Tableware 13 sets Coffee Cup and Saucer 9 sets Drinking Glass 8 sets Drinking Goblet 15 sets Spoon 15 sets Fork 15 sets Teaspoon	1 LOT	₱64,754.91

II. TECHNICAL SPECIFICATIONS

Detailed minimum specifications of the items to be procured:

Item	Specifications
<ul style="list-style-type: none"> COFFEE CUP AND SAUCER 	<ul style="list-style-type: none"> Cup volume: 220ml Saucer diameter: 14cm Color: Plain white Material: Impact resistant glass Microwave and dishwasher safe 6 pairs per set
<ul style="list-style-type: none"> DRINKING GLASS 	<ul style="list-style-type: none"> Volume: 33cl High ball drinking glass Color: Transparent Material: High quality glass Heat resistant Dishwasher safe 6 pcs. per set
<ul style="list-style-type: none"> DRINKING GOBLET 	<ul style="list-style-type: none"> Volume: 33cl Color: Transparent Material: High quality glass Heat resistant Dishwasher safe 6 pcs. per set
<ul style="list-style-type: none"> SPOON 	<ul style="list-style-type: none"> Durable stainless steel material Length: 18.5cm Mirror finished Dishwasher Safe 4 pcs. per set
<ul style="list-style-type: none"> FORK 	<ul style="list-style-type: none"> Durable stainless steel material Length: 18.5cm Mirror finished Dishwasher Safe 4 pcs. per set
<ul style="list-style-type: none"> TEASPOON 	<ul style="list-style-type: none"> Durable stainless steel material Length: 13cm Mirror finished Dishwasher Safe 4 pcs. per set

III. SCHEDULE OF REQUIREMENTS

The supplier shall deliver the items to the Department of Finance through the General Services Division within 30 calendar days upon receipt of the Purchase Order.

IV. SPECIAL CONDITIONS

The supplier should replace the item/s found defective or damage within three (3) months after the actual delivery.

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____