



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
OFFICE OF THE SPECIAL PROSECUTOR

*4th, 5th Floor., Ombudsman Main Building
 Agham Road, Diliman, Quezon City
 Tel/Fax.: 951-3134; 926-7025*

REQUEST FOR QUOTATION

COMPANY: _____
 Address: _____
 Tel. No.: _____

RFQ NO.	2016-07-010
DATE:	July 15, 2016
REMARKS:	Small Value Procurement

Gentlemen:

Please quote your lowest government price for each of the following item(s) specified below. Submit it in a sealed envelope or send thru email at osp-bac@ombudsman.gov.ph

Item No.	UNIT	ARTICLE DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	set	Conference Table with chairs, 18 seaters	2		
		Specifications:			
		For Conference Table			
		✓ Melamine faced chipboard			
		✓ Rectangular shape			
		✓ Woodgrain finish			
		✓ Scratch, stain and fire resistant			
		For Conference Chairs			
		✓ Medium backrest			
		✓ With armrest			
		✓ Sled type leg			
		✓ Fabric upholstered both for backrest and seat			

Deadline of submission: **7-calendar days**

TOTAL: _____

Important:

- Price should be valid for 45 days;
- DELIVERY PERIOD: _____ upon receipt of P.O. (Pls. state reason/justification if delivery cannot be made within the period herein stated); _____
- Term of Payment: **CHARGED ACCOUNT** unless specified;
- Total price quoted above subject to withholding tax and payable check;
- The company/supplier must issue a CERTIFICATION to the effect that it has a:
 - Valid Business Permit, and*
 - Official Receipts duly registered with the BIR.*

**BY AUTHORITY OF THE
 BIDS AND AWARDS COMMITTEE:**

Elita B. Santos
ELITAB. SANTOS
 Assistant Special Prosecutor II
 Head, Secretariat for OSP-BAC

 Supplier's Representative (Print Name)

 Signature / Date