



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

REQUEST FOR QUOTATION

Date: 30 October 2025
RFQ No.: RFQ-AD-2025-017

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Supply, Delivery and Installation of Auditorium Chairs** through **Section 34 Small Value Procurement** with an Approved Budget for the Contract **One Million Three Hundred Seventeen Thousand Pesos (PhP1,317,000.00)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 10 November 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City
Telephone No. 02 5322 6222
Email: bacsec@gppb.gov.ph

Interested suppliers shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- Valid Mayor's/Business Permit**
- PhilGEPS Registration Number**
- Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf
- Income/Business Tax Return**

Interested suppliers may coordinate with the BAC Secretariat via email to schedule the conduct of site visit on or before the set deadline of submission of quotation.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 02 5322 6222 or send email to bacsec@gppb.gov.ph.

By the Authority of the Bids and Awards Committee:

ENGR. DIPHDALYN A. SALAZAR

Vice-Chairperson, Bids and Awards Committee



INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsec@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the **Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation**, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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 to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

SUPPLY, DELIVERY AND INSTALLATION OF AUDIORIUM CHAIRS			
Minimum Technical Specifications	Unit	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Supply, Delivery and Installation of Auditorium Chairs (See Annex "A" for photo reference)	One (1) Lot		
Auditorium Chairs: 135 pcs			
1. Mid Back Chair with High Density Molded Fire-Resistant Foam			
2. Upholstered Seat and Back on Contoured shape injected foam on fabric			
3. Counterweight mechanism for tip-tup seat			
4. Integrated writing table			
5. 3mm steel base leg in black powder coated finish			
6. Color of Fabric (For GPPB-TSO approval)			
7. Polished hardwood armrest with wooden backplate design			
Minimum Dimensions reference in (mm)			
-allowable dimension variances +/- 10mm			
Additional Board Platform			
Provide additional board platform supports to prevent the chair's heel and toe from sinking into the existing elevated wooden flooring			
Dimension - 3020 MM X 300 MM (allowable dimension variances +/-10%)			
Thickness - 18mm			
Materials - marine plywood with flat bar			
Color - Wood finish			
Minimum flatbar thickness - 3mm			
Connection - the platform shall connected to structural framing of the elevated flooring			
Accessories			
Include all accessories for installation			
Warranty Period			
Provide one (1) year warranty for all supplied furniture items covering manufacturing defects and installation issues.			
Offer post-installation support to address any concern or adjustment needed after installation.			
Responsible of restoration of damages to property caused by installation.			
Delivery Period			
Within 170 calendar days (CD) from the receipt of Purchase Order			
- Work Plan, Lay-out, Platform connection details, and Brochures. 10 calendar days (CD) from the receipt of Purchase Order			
- Supply, delivery and Installation			

150 CD from the receipt of approved work plan, platform connection details, lay-out and brochures. - Post installation and testing 10 CD from supply, delivery and installation of auditorium chairs			
**Please refer to the attached Terms of Reference and Detailed Technical Specifications (Annex A)			
*****nothing follows*****			

FINANCIAL OFFER:

<p>Terms of Payment:</p> <p><i>The GPPB-TSO shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within Fifteen (15) calendar days from the submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance.</i></p> <p><u>Payment Details:</u></p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch: _____</p>

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply, Delivery and Installation of Auditorium Chairs	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
One Million Three Hundred Seventeen Thousand Pesos (PhP1,317,000.00)	In words:

	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

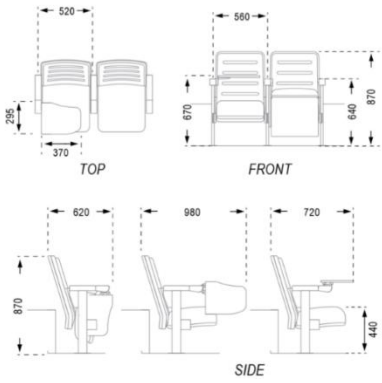

Email address/es

Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF AUDITORIUM CHAIR

PROJECT: Supply, Delivery and Installation of Auditorium Chairs
 LOCATION: GPPB-TSO Building, Commonwealth Ave., UP Campus, Diliman, Quezon City
 Subject: Sixth Floor Auditorium Chair requirements

Minimum Technical Specifications	Photo Reference	Quantity	Statement of Compliance
<p>1. Theater/ Auditorium Chairs</p> <ul style="list-style-type: none"> - Mid Back Auditorium Chair with High density molded fire-resistant foam - Upholstered Seat and Back on Contoured shape injected foam on fabric - Counterweight mechanism for tip-top seat - Integrated writing table - 3mm steel base leg in black powder coated finish - Color of Fabric (For GPPB-TSO approval) - Polished hardwood armrest with wooden backplate design <p>Minimum Dimensions reference in (mm)</p> <ul style="list-style-type: none"> - Allowable dimension variances (+/-) 10mm 	 <p style="text-align: center;"><i>Submit proposed photo/brochure sample for approval of GPPB-TSO</i></p>	<p>135 Pcs</p>	

2. Additional Board Platform

Provide additional board platform supports to prevent the chair's heel and toe from sinking into the existing elevated wooden flooring

Dimension – 3020 MM x 300MM (allowable dimension variances +/- 10%)

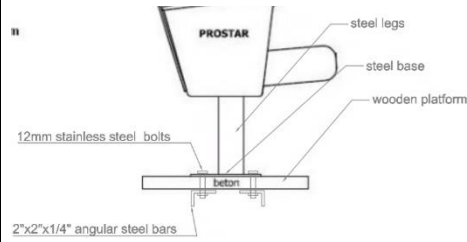
Thickness – 18mm

Materials – marine plywood with flat bar

Color – Wood finish

Minimum flat bar thickness – 3mm

Connection – the platform shall connect to structural framing of the elevated flooring



3. Accessories

Include all accessories

For structural stability and safety, seats shall not be fastened to the platform using screws, as such fastener may loosen or detach from the wooden floor when subjected to loads.

4. Installation

Supplier shall provide the spot connection details of the platform support and bolts connection, subject to the approval of the End-User and/or authorized representative prior to installation.

Other conditions

1. The GPPB-TSO will not be liable for any claims related to personal injury or damage, including death, incurred by supplier's employees while carrying out their duties under the project.
2. The bidder must adhere to all GPPB-TSO policies and procedures regarding safety. For security reasons, the supplier shall provide a list of names of the technical team or group assigned to the project.
3. The supplier shall coordinate with the Administrative Division of the GPPB-TSO regarding the delivery of the units.
4. Bidders must submit a work plan, lay out, platform connection design and brochures as part of its bid.
5. Compatibility with Flooring and Supports
 - 5.1 Structural Integrity of the Wooden Flooring: The supplier should verify that the wooden board flooring and metal supports can bear the weight and usage of the chairs, especially if heavy or high-traffic chairs are being installed.
 - 5.2 Thickness and Type of Wood: Assess whether the wood is thick and strong enough to hold screws or bolts without splitting or weakening over time.
 - 5.3 Metal support Locations: Ensure that the chair mounting points align with the underlying metal supports where possible, as these provide additional stability.
6. Mounting and Fastening Systems
 - 6.1 Type of Fasteners: Use appropriate fasteners for wood, such as wood screws, bolts, or anchors specifically designed to penetrate and hold in wooded surfaces.
 - 6.2 Drilling Depth: Consider the correct drilling depth to avoid damaging the wood while ensuring a strong hold for each fastener.
 - 6.3 Anchor Points: Ensure that anchor points are adequately spaced and aligned with both the flooring and the chair's frame for maximum stability.
7. Floor Layout and Chair Positioning
 - 7.1 Spacing and Alignment: Confirm that the chair layout is properly aligned with the flooring layout and seating design to prevent uneven weight distribution or stress on certain areas.
 - 7.2 Accessibility to Metal Supports: Where possible, position chairs to take advantage of the metal supports underneath for additional reinforcement.
8. Pre-installation Testing and Load-Bearing Assessment
 - 8.1 Test Fixings: Conduct preliminary installation tests with sample chairs to ensure that the fasteners hold securely and do not loosen with movement.
 - 8.2 Load-Bearing Test: Perform load test to ensure that each fastening point can withstand the expected weight without compromising the wood.
9. Vibration and Movement Minimization
 - 9.1 Anti-Vibration Pads: Use anti-vibration or rubber pads between the chair base and the wood to minimize movement, noise, and wear on the wood.

9.2 Additional Brackets or Supports: In high-traffic areas, consider adding additional brackets or reinforcements for extra stability.

10. Moisture and Expansion Considerations

10.1 Wood treatment: Ensure that the wood is properly treated or sealed to prevent warping or expansion, which can affect chair stability over time.

10.2 Fastener Compatibility: Use corrosion-resistant fasteners to prevent rusting and ensure longevity, especially if there's any potential exposure to moisture.

11. Compliance with Safety Standards

11.1 Seating Stability Regulations: Ensure that the installation method complies with local building and safety codes for fixed seating in public auditoriums.

11.2 Fire and Safety Compliance: Ensure that all materials and installation methods meet fire safety standards for public seating.