



SENATE ELECTORAL TRIBUNAL  
Electoral Tribunal Building, COA Compound,  
Batasan Road, Quezon City

**REQUEST FOR QUOTATION**

The Senate Electoral Tribunal, through its Procurement and Property Management Service (PPMS), will undertake the procurement of the "SUPPLY AND INSTALLATION OF WALL MIRRORS AT THE PHYSICAL FITNESS ROOM OF SENATE ELECTORAL TRIBUNAL" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	Supply and Installation of Wall Mirrors at the Physical Fitness Room of Senate Electoral Tribunal
Quotation Validity	:	at least thirty (30) calendar days
Place of Delivery	:	Senate Electoral Tribunal, Electoral Tribunals Building, COA Compound, Batasan Road, Quezon City
Delivery Schedule	:	20 days after receipt of the Purchase Order (PO)
Terms of Payment	:	15 to 30 calendar days upon submission of complete supporting documents
Liquidated Damages	:	One-tenth (1/10) of one (1) percent of the undelivered item/s for every day of delay
Approved Budget	:	Fifty-Five Thousand Pesos (PhP55,000.00)

Interested suppliers are required to submit their valid and current Mayor's Permit and PHILGEPS Registration Certificate, and price quotation (Annex "A").

The deadline for the submission of quotation and eligibility documents is on 02 May 2018 at 8:00AM at the PPMS Office, Room 207, 2<sup>nd</sup> Floor, Electoral Tribunals Building, COA Compound, Batasan Road, Quezon City or sent at 931-7613 or email at [ppms@set.gov.ph](mailto:ppms@set.gov.ph).

Very truly yours,

A handwritten signature in cursive script, appearing to read "Fe G. Gonzaga".

**ATTY. FE G. GONZAGA**  
Director III, PPMS

SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2018-04-008 SVP

Date : April 27, 2018

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
	1	Lot	Supply and Installation of Wall Mirrors at the Physical Fitness Room of Senate Electoral Tribunal			
			<i>Specifications:</i>			
			Copper-free			
			Epoxy backing			
			<i>Dimensions:</i>			
			SET A			
			3 Panels			
			90" Width x 84" Height			
			SET A			
			1 Panel			
			72" Width x 84" Height			
			<b>Approved Budget: PhP55,000.00</b>			

  
**DARLENE B. CARDENAS**  
 Legislative Staff Officer  
 Telefax No.: 931-7613  
 Email: [ppms@set.gov.ph](mailto:ppms@set.gov.ph)

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 (Signature over printed name)  
 Supplier