



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**

**REQUEST FOR QUOTATION**

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the procurement for the Supply and Delivery of Twenty (20) Pieces of Office Chairs in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project : Supply and Delivery of Twenty (20) Pieces of Office Chairs

Quotation Validity : At least thirty (30) calendar days

Delivery Schedule : Thirty (30) days from receipt of Purchase Order

Terms of Payment : 15 to 30 calendar days upon submission of complete supporting documents

Approved Budget : One Hundred Ten Thousand Pesos Only (₱110,000.00)

Interested suppliers are required to submit their valid and current Mayor's/Business Permit, PHILGEPS Registration Certificate, and price quotation (Annex "A") not later than **October 5, 2023 at 5:00 p.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8395-9329 or email at [ppms.proc1@set.gov.ph](mailto:ppms.proc1@set.gov.ph).

Very truly yours,

*Eleanor S. Francisco-Anunciacion*  
**ATTY. ELEANOR S. FRANCISCO-ANUNCIACION**  
Deputy Secretary of the Tribunal  
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

RFQ No.: 2023-09-183  
Date :

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Tax Identification Number (TIN): \_\_\_\_\_

| Item No. | Qty. | Unit  | Purchaser's Specifications   | Bidder's Specifications<br>(Please write the detailed specifications in the space provided) | Unit Cost | Total Cost |
|----------|------|-------|--|---|-----------|------------|
| 1        | 20   | piece | <b>OFFICE CHAIRS</b><br><br><u>Specifications:</u><br><b>20 pieces Office Chairs</b><br>Seat Upholstery:<br>Combination of mesh and padded seat<br>Chair frame: Aluminum base with arm rest<br>Adjustable lift and rotate function<br>360-degree swivel function<br>Human lumbar curve back support<br>Color: Black<br>Capacity: Heavy duty with at least 110-kg.<br>Dimension: at least 583mm L x 562mm W x 900mm H<br>Warranty: at least three (3) years.<br><br><b>ABC: ₱110,000.00</b> |   |           |            |

**JULIUS B. REMUDARO**  
Procurement Officer  
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\_\_\_\_\_  
(Signature over Printed Name)  
Supplier