



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**

**REQUEST FOR QUOTATION**

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the Procurement of Three (3) Pieces of Vertical Filing Cabinet in accordance with Section 52.1 (b) of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	Procurement of Three (3) Pieces of Vertical Filing Cabinet
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	:	Seventy-Two Thousand Pesos (Php72,000.00)

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 **February 29, 2024 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 [set.ppms.ps@gmail.com](mailto:set.ppms.ps@gmail.com).

Very truly yours,

  
**ATTY. ELEANOR S. FRANCISCO-ANUNCIACION**  
Deputy Secretary  
Chairperson, Bids and Awards Committee

**SENATE ELECTORAL TRIBUNAL**

RFQ No.: 2024-02-047

Date :

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

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

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

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

Tax Identification Number (TIN): \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	3	Piece	<p><b>Vertical Filing Cabinet</b></p> <p><i>Technical Specifications:</i></p> <ul style="list-style-type: none"> <li>- Four (4) Drawers</li> <li>- Metal</li> <li>- Centralized lock</li> <li>- Full extension drawer slides with ball bearing</li> <li>- Powder coated smooth light gray finish (The same color/hue with existing units of SET)</li> <li>- Dimensions: Front/Back – at least 45 cm Side – at least 62 cm Height – at least 138 cm</li> <li>- Compatible with A4, FC, letter and legal sized files</li> <li>- Five (5) years warranty</li> </ul> <p><b>ABC: Php72,000.00</b></p>			

**JULIUS B. REMUDARO**  
 Procurement Officer  
 Landline: 8395-9329  
 Mobile Landline: 8463-1113  
 Email: [set.ppms.ps@gmail.com](mailto:set.ppms.ps@gmail.com)

\_\_\_\_\_  
 (Signature over Printed Name)  
 Supplier