



September 16, 2020

REQUEST FOR QUOTATION (RFQ)

FOUR DRAWER STEEL FILING CABINET WITH LOCK

1. The Batangas Medical Center hereinafter referred to as the “Purchaser” now request for submission of price proposal for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications are provided in the following Attachment. All items and jobs listed under the Purchaser’s Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the proposal
3. Procurement procedures will be conducted in accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) OF Republic Act 9184
4. It is the intent of the Purchaser to evaluate the bid/proposal on a per item basis, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
5. Quotations must be delivered at the address below not later than 12:00 PM on September 21, 2020

Procurement Section
Batangas Medical Center
Kumintang Ibaba, Batangas City
6. Prices must be quoted in the Philippine Peso and must be include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
7. Bid/proposal may be typewritten and may be placed in a sealed envelope marked “SEALED BID FOR PROCUREMENT OF FOUR DRAWER STEEL FILING CABINET WITH LOCK” or you may send your bid/quotation through e-mail at procurement.batmc@yahoo.com
8. Bids/proposal shall be valid for sixty (60) calendar days from the deadline of submission of bids.

9. The contract period shall be within ten (10) calendar days from receipt of the Purchase Order. The contractor should inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.

10. Delivery site:
 - Material Management Section
 - Batangas Medical Center
 - Kumintang Ibaba, Batangas City

11. The applicable rate for the deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.

12. The purchaser reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.

13. The prospective bidder shall submit the following:
 - a) Proposal Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration

ELIZABETH V. PALINES MD, FPNA
HBAC Chairperson

TECHNICAL SPECIFICATIONS

| Purchaser's Specifications | Bidder's Specifications |
|--|--------------------------------|
| <p>TOTAL ABC – Php 15,000.00</p> <p>2 UNITS FOUR DRAWER STEEL FILING CABINET WITH LOCK, COLOR BLACK – ABC PHP 7,500.00</p> <ul style="list-style-type: none">• 4 DRAWER STEEL CABINET WITH MOULDED HANDLE• DRAWER HEIGHT: 273MM (10.74")• DRAWER DEPTH: 535MM (21")• EQUIPPED WITH A MASTER LOCK AND COMES WITH TWO KEYS• SUPPLIED WITH MOULDED HANDLE WITH CARD HOLDER• ANTI TILT MECHANISM – ONLY ONE DRAWER CAN BE OPENED AT ONE TIME AND IT KEEPS THE OTHER DRAWER CLOSED FOR SAFETY PURPOSES• DIMENSIONS: CABINET DIMENSIONS W X H X D: 470MM X 1321MM X 622MM (18.5" X 52" X 24.5") <p>PLEASEE SEE ATTACHED SAMPLE PHOTO</p> | |



Description:

1. Four Drawer Steel filing Cabinet with lock (color black)



Number of Drawers - Four Drawer Steel Cabinet

4 drawer steel cabinet with moulded handle.

Foolscap Suspension



Drawers Suitable For Foolscap Suspension Files (most common size in offices)

Drawer Height: 273mm (10.74") - Drawer Depth: 535mm (21")



Central Lock

Equipped with a master lock and comes with two keys.



Label Holder

Supplied with moulded handle with card holder.



Anti Tilt Mechanism

Only one drawer can be opened at one time and it keeps the other drawer closed for safety purposes



Dimensions

Cabinet dimensions WxHxD: 470mm x 1321mm x 622mm (18.5" x 52" x 24.5")