



RFQ- 2024- 024

REQUEST FOR QUOTATION

Project : **Procurement of Furniture /Fixtures, Office/ Other Equipment and ICT Equipment for the Official Use of the Embassy**

Delivery Location : 1. Chancery (located at 1600 Massachusetts Avenue, NW, Washington DC 20036);
2. Annex (located at 1617 Massachusetts Avenue, NW, Washington DC 20036); and
3. Official Residence

Date : 29 October 2024

The Embassy of the Philippines in Washington DC, through its Bids and Awards Committee (BAC), intends to procure furniture/fixtures, Office and ICT Equipment for the official use of the Embassy. This procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017.

Interested suppliers are requested to submit their lowest price quotation for the following items described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase Order.
2. The Philippine Embassy hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods supplies /Services supplied shall be subject to the usual inspection by the duly authorized representative of the Embassy.
4. Payment shall be in US Dollar paid directly to the account of the winning supplier.
5. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
6. The validity period of the price quoted must appear in the quotation.
7. The deadline for submission of the quotation is not later than 05 November 2024.

8. Interested suppliers may submit their quotations to property@phembassy-us.org or admin@phembassy-us.org

JAIME RAMON T. ASCALON, Jr.
BAC Chairman

QUANTITY	UNIT	PARTICULAR	LOCATION	AMOUNT
2	set	3-seater sofa (1) 37H x 88W x D37, Leather- Ivory Accent chair (2) 37H x 40W x 37D, Leather - Ivory	DCM Office ConGen Office	
1	set	3-seater sofa (1) 37H x 88W x D37, Leather- Ivory	Consul Office	
2	piece	Coffee table	DCM office ConGen Office	
1	piece	Office Desk	DCM office	
6	piece	Guest Chairs	DCM Office ConGen Office AO Office	
2	piece	Guest Chairs	Ambassador's Office	
3	piece	Conference table 12-seater: 192L x 48W x 29H inches	B2 Pantry Consular Pantry Filipiniana Room	
2	piece	Conference table 8-seater: 94.5Lx 48Wx 29H inches	DCM Conference Room Econ Conference Room	
3	piece	Table (slim) 45L x 24W x 29H inches	2/f Pantry 3/f pantry 4/f pantry	
5	piece	L shaped table, 55D x 63W x 27H inches	Collecting Office Finance Office	

28	piece	Conference chairs	DCM Conference Room (8) Econ Conference Room (8) Filipiniana Room (12)	
60	piece	Waiting chairs	Consular Lobby (30) Consular Processing Area (30)	
200	piece	Events chairs	Romulo Hall (100) Quezon hall (100)	
42	piece	Executive chair for personnel	Main Building (25) Annex (16)	
2	piece	Executive Chair	Ambassador's Office DCM's Office	
3	piece	High chair for counter	Consular Processing Area	
3	piece	Small buffet sideboard / console		
3	piece	Outdoor benches	Lawn of Main Building	
2	piece	Mini refrigerator	Finance Office 4/F pantry	
1	piece	Washing Machine	Official Residence	
1	piece	Dishwasher	Official Residence	
4	piece	Oven toaster		
2	piece	Coffee machine , (Main and Consular)	Main Building	

			Annex	
2	piece	Heavy duty steamer	Main Building	
5	piece	Portable Colored Printer	Econ Section (1) Polleg Section (1) Admin Section (3)	

NOTE:

Please specify the following:

- 1. TERMS OF PAYMENT and DELIVERY DATE
- 2. COMPANY NAME / SUPPLIER
- 3. CONTACT PERSON
- 4. ADDRESS AND TELEPHONE NO