



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Office Furniture and Fixtures**. Details of the procurement are as follows:

Name of Project	Steel filing cabinet
Solicitation No.	ONS02-20-08-00006
Location	Metro Manila
Brief Description	Procurement of Steel filing cabinet – Vertical (4 drawers) for the use of ONS-ICU
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 29,999.98
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than ___:00 AM/PM on _____. Kindly address your quotation to the Bids and Awards Committee.

MINERVA ELOISA P. ESQUIVIAS
BAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form and/or proposal.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

**PHILIPPINE STATISTICS AUTHORITY
REQUEST FOR QUOTATION**
Fax no.: 374-82-83/ 374-82-62

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Steel filing cabinet – vertical (4 drawers) Additional specifications: <ul style="list-style-type: none"> ➤ With lock ➤ Color: Beige/Off-white ➤ Dimensions: 26.5 X 15 X 52 inches (L X W X H) ➤ 4 Drawers <i>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</i>	pcs	2	₱ _____	₱ _____	()	()
				Total amount in words: _____		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____



PURCHASE REQUEST

20000000000000000000
Current Appropriation

Entity Name: PHILIPPINE STATISTICS AUTHORITY

Fund Cluster: General Fund

Office/Section : ICU PR No.: 0NS02-20-08-00006 Date: 12 August 2020
Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs.	Steel filing cabinet- vertical (4 drawers)	2	14,999.99	₱29,999.98
		X-X-X-X-X-X-X-X-X-X-X-X			
		PAR Distribution:			
		1 unit Gerlie G. Espartinaz			
		1 unit Benjamin Arsenio Y. Navarro			
		<i>Additional specs:</i>			
		<i>> with lock BN</i>			
		<i>> color: beige off-white BN</i>			
		<i>> Dimensions: 26.5 x 15 x 52 inches (L x W x H)</i>			
		<i>> 4 drawers</i>			

RECEIVED
PSA
8/28/20

Purpose: For storage/filing of ICU documents

Requested by:
Signature : *BN*
Printed Name : **BENJAMIN ARSENIO Y. NAVARRO**
Designation : Director III

Approved by:
DSM
DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and
Civil Registrar General