



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (CARAGA)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Shopping** on PPE's PhilSys Step 1 Registration.

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	RSSO PR No. 2021-03-070
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	Lot 1: Php 40,700.00 Lot 2: Php 222,000.00 Lot 3: Php 35,400.00 Lot 4: Php 111,030.00 Lot 6: Php 17,820.00
<b>Date of Delivery</b>	March 25, 2021

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 A.M on **March 16, 2021** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH I. BONACHITA**  
 RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- 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.
- 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.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>PhilSys Step 1 Registration</b>						
<b>Lot 1:</b> Surgical mask, disposable earloop, 3-ply wired (50s)	box	370	₱ _____	₱ _____		
<b>Lot 2:</b> Gloves Nitrile, disposable, non-sterile, latex, powder-free, ambidextrous, rolled bead cuff, finger textured (100s)	box	370	₱ _____	₱ _____		
<b>Lot 3:</b> Face shield, direct splash protection, Full Face Shield, Anti-fog, Latex-free, One;size Fits All	pcs	885	₱ _____	₱ _____		
<b>Lot 4:</b> Hand sanitizer, 500ml	btl	36	₱ _____	₱ _____		
Alcohol, ethyl, 68%-70%, scented, 500ml	btl	885	₱ _____	₱ _____		
Cap: Flip-top/Pull-up						
<b>Lot 6:</b> Disinfectant spray, aerosol type, 320 grams minimum	pcs	36	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				₱ _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

**Other Requirements:**

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: \_\_\_\_\_