



REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316 / (033) 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Aklan Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement of Biometric time clock for PhilSys Fixed Registration Center (FRC) Personnel of PSA Aklan PSO" Details of the project is as follows:

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|---|--|
| Name of Project | Procurement of Biometric time clock for PhilSys Fixed Registration Center (FRC) Personnel of PSA Aklan PSO |
| Reference | PR No: 2023-0604-12-125 |
| Location | Aklan |
| Brief Description | Procurement of Biometric time clock for PhilSys Fixed Registration Center (FRC) Personnel of PSA Aklan PSO |
| Quantity | 1 pc |
| Approved Budget for the Contract (ABC) | PHP 11,500.00 |
| Contract Duration | 30 days |

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than **9:00 AM. of January , 2024** to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Aklan Provincial Statistical Office, Kalibo, Aklan. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat\Sub-TWG at Tel. No (036) 268-9217 or (036) 268-3373.

WILLIAM G. JARO
BAC Chairpewrson

Terms and Conditions:

1. All entries must be typewritten/printed legibly. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
6. 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.
7. Please submit Food Menu together with this RFQ.
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

| Item No. | Item Description and Specification/s | Unit | Qty. | ABC (Unit Price) | ABC (Total Price) | Bid (Unit Price) | Total Bid Amount (VAT Inclusive) | Indicate Brand and Source of Goods (Local or |
|----------|--|------|------|------------------|-------------------|------------------|----------------------------------|--|
| Lot 1 | Procurement of Biometric time clock for PhilSys Fixed Registration Center (FRC) Personnel of PSA Aklan PSO Biometric time clock Term of Delivery: 30 Days | pc | 1 | 11500 | 11,500.00 | | | |
| | TOTAL = | | | | | | | |

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

Printed Name/Signature/Position

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____