



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 the procurement of **Office Supplies, Materials and Equipment**.

Name of Project	Quality Management System
Solicitation	ADS RFQ No. 2024-12-009
Reference No.	ADS PR No. 2024-12-061
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 5: Php 94,888.00 Lot 6: Php 59,106.00 Lot 7: Php 9,500.00 Lot 8: Php 32,400.00
Date of Delivery	5 days after receipt of purchase order

Please quote your **lowest price** on the Item/s listed below and submits personally using this Request for Quotation Form not later than 09:00 A.M on December 16, 2024 to 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 Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above).
- 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
Procurement of Office Supplies, Materials & Equipment						
Lot 5						
OFFICE TABLE Specifications: OT-B1204 with mobile drawer Material: Laminated Size: W-140cmxL-70cmxH-75cm Color: Wenge/Brown Please see attached design.	piece	7	_____	_____		
CONSOLE TABLE WITH STORAGE Measurements: W15xD20xH100 cm Materials: 15 mm thick PBD light walnut & 18 mm thick HG white Color: Wenge/Brown	piece	1	_____	_____		
Sub-total				_____		
Lot 6						
SWIVEL OFFICE CHAIRS Executive Chair Measurements: 26.5"W x 27"D x 37-41"H Materials: Padded Black Mesh Upholstered Seat Color: Black Please see attached design.	piece	11	_____	_____		
Leather Executive Swivel Chair Overall Dimension: 26.50"W x 30"D x 48.50" - 51.25"H and Seat Ergonomic design: ergonomic high back cushioned backrest, a height adjustment pneumatic seat and a comfortable padded curved armrest Color: Black Leather Please see attached design.	piece	1	_____	_____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Visitor's Chair Overall Dimension: 17.50"W x 22"D x 32"H and Seat Dimension: 15.75"W x 15"D, Seat height: 18" - "H. Materials: Padded Seat and Vinyl Upholstery Color: Black Please see attached design.	piece	6	P _____	P _____		
Sub-total				P _____		
Lot 7 Ceiling Fan with Frosted Light Kit Gold, 107/122/132 cm Maximum Airflow: 3,300CFM Please see attached design.	piece	1	P _____	P _____		
Sub-total				P _____		
Lot 8 Steel Cabinet with Glass Door 5 Layers, 62cmx46cmx134cm Filing Cabinet, 4 drawers, 62cmx46cmx134cm	piece	1	P _____	P _____		
	piece	2	P _____	P _____		
Sub-total				P _____		
TOTAL AMOUNT IN FIGURES:				P _____		
TOTAL AMOUNT IN WORDS:						

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: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____