



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
 Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Small Value Procurement** for the **General Cleaning and Maintenance Check-up of the Air-conditioning Units of PSA RSSO VII.**

<b>Name of Project</b>	General Cleaning and Maintenance Check-up of the Air-conditioning Units of PSA RSSO VII.
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2018-02-002
<b>Purchase Request No.</b>	0700-2018-02-010
<b>Location</b>	Cebu City
<b>Brief Description</b>	See page 2 of the RFQ
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	84,000.00
<b>Contract Duration</b>	1 year
<b>Date of Delivery</b>	March 2018 – 2 <sup>nd</sup> Week June 2018 – 2 <sup>nd</sup> Week September 2018 – 2 <sup>nd</sup> Week December 2018 – 2 <sup>nd</sup> Week

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before    **2018** , **5:00 PM** through the address below or through the email address ([psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com)):

*Bids and Awards Committee (BAC)*  
 Philippine Statistics Authority – RSSO VII  
 Gaisano Capital South Bldg, Colon St. Cebu City  
 Attn.: **Mr. Caylord D. Niala/Ms. Ann Emilyn S. Eballo**  
 RBAC Secretariat  
 Contact Nos.: (032)412-6794/256-0592

  
**AURELIA M. CANDIA**  
 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. Failure to use this form will result to disqualification of your bid.
3. The following documentary requirements must be submitted during submission of the bid form / quotation:
  - Mayor's/Business Permit
  - PhilGEPS Registration Number/Certificate
  - Income/Business Tax Return
  - Omnibus Sworn Statement

**Note: If the abovementioned documents were already submitted, re-submission may no longer be required unless a certain document has already expired.**
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
7. Award of contract shall be made to the Lowest Calculated and Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
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.
9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
<i>General cleaning and maintenance check-up of the following airconditioning units:</i>						( )	( )
<b>SPLIT-TYPE WALL MOUNTED, 2T CRS</b> <ul style="list-style-type: none"> <li>• Collecting officer - 2</li> </ul> <b>2<sup>nd</sup> Floor</b> <ul style="list-style-type: none"> <li>• COA-1</li> <li>• RD's Room - 2</li> </ul> <b>3<sup>rd</sup> Floor</b> <ul style="list-style-type: none"> <li>• Quarters - 5</li> </ul>	Unit	40	750.00			( )	( )
<b>FLOOR TYPE, 3T CRS</b> <ul style="list-style-type: none"> <li>• Personnel section - 3</li> <li>• Lobby Section - 3</li> </ul> <b>2<sup>nd</sup> Floor</b> <ul style="list-style-type: none"> <li>• Personnel - 4</li> <li>• Conference Room - 1</li> </ul> <b>3<sup>rd</sup> Floor</b> <ul style="list-style-type: none"> <li>• EDP - 1</li> <li>• Personnel - 3</li> </ul>	Unit	60	900.00			( )	( )
<b>Terms &amp; Conditions:</b> 1. Each and every airconditioning unit will be checked and cleaned for a quarterly period. General Cleaning and check-up schedule will be as follows: <u>March 2018 - 2<sup>nd</sup> week</u> <u>June 2018 - 2<sup>nd</sup> week</u> <u>September 2018 - 2<sup>nd</sup> week</u> <u>December 2018 - 2<sup>nd</sup> week</u>						( )	( )
2. Within the contract period, all materials consumables and parts shall be provided by the company and will be billed separately.						( )	( )
3. Service report and billing statement must be submitted immediately every after service rendered.						( )	( )
4. Payment will be collected within 15-30 days after receipt of the billing statement.						( )	( )
<b>(NOTE: Spare parts, repair, and reprocessing the units are NOT included)</b>							

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 \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if VAT or NON-VAT)

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_