

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 <u>Office</u> <u>Equipments.</u> Details of the procurement are as follows:

Name of Project	Filing Cabinet, Whiteboard and Cork Board
Solicitation No.	PR-CRS00-20-09-00009
Location	Metro Manila
Brief Description	Procurement of Filing Cabinet, Whiteboard and Cork Board for the use of the Archives and Microfilm Unit
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₽ 72,000.00
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**, **11<sup>th</sup> FIr., 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.
- 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

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT	Compliance with Technical Specifications (pls. check)			
				inclusive)	Yes		No	
4 Drawer Vertical Filing Cabinet Specs: - 4 Drawer Vertical Filing Cabinet - Thickness: 0.6mm - Color: Light Gray	unit	2	₽	₽	(	)	(	)
Steel Filing Cabinet / Sliding Door - Thickness: 0.7mm - Color: Light Gray	unit	2	₽	₱	(	)	(	)
Whiteboard 4ft x 3ft	unit	2	₽	₱	(	)	(	)
Cork board 3ft x 2ft	unit	2	₽	₱	(	)	(	)
NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)				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 author	rized representative/Sign	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			

BID FORM

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## PURCHASE REQUEST

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Entity Name:			Fund Cluster:			
Office/Section : OANS-CRS PR No.: _ CAS 00 - 20 - 09 - 660 09				Date: June 2, 2020		
		Responsibility Center Code :				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	2 unit	4 Drawer Vertical Filing Cabinet	2 pcs	14,000.00	28,000.00	
	2 unit	Steel Filing Cabinet/Sliding Door	2 pcs	12,000.00	24,000.00	
	2 unit	Whiteboard 4ft x 3ft	2 pcs	7,000.00	14,000.00	
	2 unit	Cork board 3ft x 2ft	2 pcs	3,000.00	6,000.00	
				TOTAL	72,000.00	
		*****nothing follows*********				
		Specs:				
		4 Drawer Vertical Filing Cabinet				
		Thickness: 0.6mm				
		Color: light gray				
		Steel Filing Cabinet/Sliding Door				
		Thickness: 0.7mm				
		Color: light gray				
Purpose: For th	e use of	the Archives and Microfilm Unit				
<b>F F</b> - <b>F</b>						
				0		
Requested by:			App	roved by:		
Signature :		(man)	-	×		
Printed Name :	MARIZ	ZA B. GRANDE	FRE	ED \$. SOLLESTA	L	
Designation :	Designation : Chief, CRMD (Director II) OIC, ANS- CRS					
		v	OIC	, 110-010		

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## PURCHASE REQUEST

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		FURCHASE REQ	ULSI	32010010	000,000
Entity Name:			Fund Clus	32010010 ster: <u>Current</u> Date: June 2, 2020	appropriate
Office/Section : OA	NS-CRS	PR No .: _ CR100 - 20 - 09-0009		Date: June 2, 2020	00 0
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	2 unit	4 Drawer Vertical Filing Cabinet	2 pcs	14,000.00	28,000.00
	2 unit	Steel Filing Cabinet/Sliding Door	2 pcs	12,000.00	24,000.00
	2 unit	Whiteboard 4ft x 3ft	2 pcs	7,000.00	14,000.00
	2 unit	Cork board 3ft x 2ft	2 pcs	3,000.00	6,000.00
				TOTAL	72,000.00
		*****nothing follows*********			
		Specs:			
		4 Drawer Vertical Filing Cabinet			
		Thickness: 0.6mm			
		Color: light gray			
		Steel Filing Cabinet/Sliding Door			
		Thickness: 0.7mm			
		Color: light gray			
Purpose: For the	e use of	the Archives and Microfilm Unit		30	
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	Decue	ad bu	٨٩٩	and have	
Signature :	Request	ed by:	App	roved by:	
Printed Name :	MARD	A B. GRANDE	FRA	D SOLLESTA	
Designation :		CRMD		rector II)	
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# PURCHASE REQUEST

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Entity Name:			Fund Cluster:			
Office/Section : OANS-CRS PR No.:666 - 20 - 09 - 0009				Date: June 2, 2020		
		Responsibility Center Code :				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	2 unit	4 Drawer Vertical Filing Cabinet	2 pcs	14,000.00	28,000.00	
	2 unit	Steel Filing Cabinet/Sliding Door	2 pcs	12,000.00	24,000.00	
	2 unit	Whiteboard 4ft x 3ft	2 pcs	7,000.00	14,000.00	
	2 unit	Cork board 3ft x 2ft	2 pcs	3,000.00	6,000.00	
				TOTAL	72,000.00	
		*****nothing follows**********				
		Specs:				
		4 Drawer Vertical Filing Cabinet				
		Thickness: 0.6mm				
		Color: light gray				
		Steel Filing Cabinet/Sliding Door				
		Thickness: 0.7mm				
		Color: light gray				
Purpose: For th	e use of	the Archives and Microfilm Unit		0		
Requested by:			App	roved by:		
Signature :	Ì	n ,		X		
Printed Name : MARIZZA B. GRANDE			FRED S. SOLLESTA			
Designation :	Chief	<b>GR</b> MD	(Director II)			
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