

**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, small value procurement for Power Generator Set.

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| **Name of Project**  | Procurement of Microsoft MS Office 2016 Professional License Software |
| **Solicitation**  | PR No.17-2017-119 |
| **Location**  | Legazpi City |
| **Brief Description**   |  |
| **Quantity**  |  |
| **Approved Budget for the Contract (ABC)**  | ₱ 110,000.00 |
| **Contract Duration** |  |

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED** **QUOTATION** **not later than 5:00 pm on June 16, 2017** at the **2nd Flr., Albay Capitol Bldg. Annex No. 1, Old Albay, Legazpi City**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ANABELLA D. BARQUILLA

 Chief, CRASD

**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.

1. Late submission of quotation shall not be accepted.
2. Bids exceeding the ABC shall be disqualified.
3. 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.

1. 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.

1. Terms of Payment shall be made through check payable to the supplier.
2. 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.

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 **BID FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Item/s and specification/s** **(minimum)** | **Unit** | **Qty.** | **Unit Price** | **Total Amount****(VAT inclusive)** | **Compliance with Technical Specifications (please check)** |
| **YES** | **NO** |
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| 1 | Microsoft MS Office 2016 Professional License Software  | pc | 19 | ₱ \_\_\_\_\_\_\_ | ₱ \_\_\_\_\_\_\_\_\_\_\_\_ | **( )** | **( )** |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_