



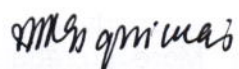
REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

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 **Office Supplies and Consumables**. Details of the procurement are as follows:

| | |
|---|---|
| Name of Project | Training Workshop on the Supply and Use Tables, Input-Output Tables and Social Accounting Matrix |
| Solicitation No. | PR-MAS02-19-11-00024 |
| Location | Metro Manila |
| Brief Description | Procurement of Supplies for the Training Workshop on the Supply and Use Tables, Input-Output Tables and Social Accounting Matrix |
| Quantity | See attached Bid form. |
| Approved Budget for the Contract (ABC) | P 14,350.00 |
| 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, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than 11:00 AM/PM on **DEC 16 2019**. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ELOISA P. ESQUIVIAS
BAC Vice 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.
5. 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.



Republic of the Philippines

Philippine Statistics Authority

PAP Concept Note

Program, Activity, and Project (PAP):

Procurement of Service Provider for the Repair and Maintenance of Air-conditioning Units of the Philippine Statistics Authority

Requesting Party: General Services Division (GSD)

I. RATIONALE/SITUATIONAL ANALYSIS

Ventilation is the process of using the outdoor air to control the indoor air quality by diluting and displacing indoor pollutants. Proper ventilation is vital to indoor air quality. It helps to circulate stagnant air, removes particulates, allergens, and pollutants. Poor air quality can cause symptoms that seem to be present only while you're at the workplace and subsides once you've call it a day. This phenomenon is called "sick building syndrome", a condition affecting office workers, typically marked by headaches, prolonged allergies, skin irritation, and other respiratory problems. It is usually attributed to the working environment such as poor ventilation.

To prevent poor ventilation in the workplace, air-conditioning units must be regularly maintained and repaired if needed. Repair of these units will ensure that it will work properly and will provide uninterrupted good quality of air in the workplace. More so, regular maintenance will prevent the needs for recurring repairs of the units.

PSA practices the 7s of Good Housekeeping. The fourth "S" (Sanitize) means scheduled cleaning and maintaining, hence, the need for this procurement to transpire. All the air-condition units from Eton Centris One, Centris Three and the units in TAM and CVEA buildings located in PSA Complex should be repaired and maintained as the need arises.

II. GENERAL OBJECTIVES

The procurement of service provider for the repair and maintenance of air-condition units aims to remove volatile organic compounds in the stale air to ensure good quality of air flowing in and out of the offices in Eton Centris One, Centris Three and the units in TAM and CVEA buildings located in PSA Complex. More so, having good quality of air flow aims to eradicate causes of respiratory problems that the employees situated in the said buildings may acquire. PSA also aims to wholeheartedly practice the 7s of Good Housekeeping.



Management System
ISO 9001:2015
www.tuv.com
ID 9108640991



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 938-5267
www.psa.gov.ph

**PHILIPPINE STATISTICS AUTHORITY
REQUEST FOR QUOTATION**
Fax no.: 374-82-83/ 374-82-62

BID FORM

| Item(s) and specification(s) Minimum | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (pls. check) | |
|---|-------|------|------------|---|---|-----|
| | | | | | Yes | No |
| Extension Cord (Universal Tower 16 gang with switch) | pcs | 3 | P_____ | P_____ | () | () |
| Post-it Page Markers 1 1/2" x 1 3/4" assorted colors 50s/pack | packs | 10 | P_____ | P_____ | () | () |
| ID Holder with lace (landscape) | pcs | 50 | P_____ | P_____ | () | () |
| Certificate Holder | pcs | 50 | P_____ | P_____ | () | () |
| <p>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</p> | | | | <p>Total amount in words: _____ _____ _____ _____ _____ _____</p> | | |

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: _____



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CANDIDO J. ASTROLOGO, Jr.
BAC Chairperson

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