



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 **Rental of Equipment**. Details of the procurement are as follows:

Name of Project	14 th National Convention on Statistics (NCS)
Solicitation	PR-SS01-19-04-00016
Location	Metro Manila
Brief Description	Rental of Equipment (Laptops, Projectors, Laser Printers) for the 14 th National Convention on Statistics (NCS)
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 210,000.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on May 29, 2019 personally at the **General Services Division, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.


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. Failure to use this form will result to disqualification of your bid.
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.

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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
For the conduct of the 14 th National Convention on Statistics (NCS) on 01-03 October 2019						
Rental of Equipment						
LAPTOPS	Units	12	₱ _____			
<ul style="list-style-type: none"> • 2.2 Ghz Core i5 • 8 GB RAM • 250 GB HDD • 14-15" display • Integrated graphics • Windows 8 or higher 						
PROJECTORS	Units	10	₱ _____			
<ul style="list-style-type: none"> • 7500 lumens or higher • Windows and macintosh compatibility • With VGA and HDMI ports 						
LASER PRINTER	Units	2	₱ _____			
<ul style="list-style-type: none"> • Able to perform high quality colored printing • Inclusive of unlimited ink (black and colored) for 3 days • Easy installation with wireless connection option on multiple devices • colored 						
Delivery Date: 30 September 2019						

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: _____