



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, **Lease of real property and Venue for Training on United Nations Revised Framework for the Development of Environment Statistics (FDES) 2013 on September 13-15, 2017.**

<b>Name of Project</b>	<b><i>United Nations Revised Framework for the Development of Environment Statistics (FDES) 2013</i></b>
<b>Solicitation (If posted at the PhilGEPS)</b>	<b>0700-2017-09-027</b>
<b>Purchase Request No.</b>	<b>0700-2017-08-049</b>
<b>Location</b>	<b>PSA Regional Statistical Services Office VII – Cebu City</b>
<b>Brief Description</b>	<b><i>Supplies and materials</i></b>
<b>Quantity</b>	<b>Please refer to 2<sup>nd</sup> page</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>₱79,910.00</b>
<b>Contract Duration</b>	
<b>Date of Delivery</b>	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **Sept. 4, 2017, 5:00PM** through the address below or through telefax nos. **(032)412-6794 / 254-0470** or through email address **(psa07.rbac@gmail.com)**:

*Bids and Awards Committee (BAC)*  
*Philippine Statistics Authority – RSSO VII*  
*Gaisano Capital South Bldg, Colon St. Cebu City*  
*Attn.: Ms. Myrna Trinidad T. Cataluña*  
*BAC Secretariat*  
*Contact Nos.: (032)412-6794/254-0470*

**ENGR. LEOPOLDO P. ALFANTA JR.**  
 BAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- The following documentary requirements must be submitted prior to payment:
  - Mayor's/Business Permit
  - PhilGEPS Registration Number/Certificate
  - Income/Business Tax Return
  - Omnibus Sworn Statement

***Note: If the abovementioned documents were already submitted except for the Omnibus Sworn Statement, re-submission may no longer be required unless a certain document has already expired.***

- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- The Lowest Calculated and Responsive Bidder shall be informed immediately.
- 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.
- 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.
- 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)/ each	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
Envelope, plastic, expandable, with handle and push lock, legal size , colored	Pc	53				( )	( )
Ballpen, black, gel	Pc	53				( )	( )
Notebook, Hard cover, 80 leaves, 6"x8.5"	Pc	53				( )	( )
Flash drive, 8GB	Pc	53				( )	( )
0.5" ID lace and 4"x3" ID jacket	Pc	53				( )	( )
Specialty paper, 10 sheets/pack, short, linen, white	Pack	53				( )	( )
Sticker paper, matte, 10's, short size	pack	10				( )	( )
Tape, double-sided, 24mm x 10 meters	Roll	5				( )	( )
Bond paper, A4, subs 20	Ream	5				( )	( )
Bond paper, legal, subs 20	Ream	5				( )	( )
Folder, colored, long, pack	Pack	1				( )	( )
Printer toner (CE285 AC) for HP Laserjet P1102	Pc	3				( )	( )
Colored Ink Refill GT51 & GT 52	Set	5				( )	( )
Cellcards	Pc	11				( )	( )
Batteries, AAA, 4 pieces/set	Set	5				( )	( )
<b>TOTAL AMOUNT IN WORDS :</b>  _____  _____							

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. \_\_\_\_\_