



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY  
RSSO XIII (Caraga)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Small Value Procurement** on **Office Tables, Cabinets and Chairs for RSSO XIII**.

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>RSSO PR No. 2021-08-284</b>
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Lot 1: Php 31,500.00</b> <b>Lot 2: Php 16,000.00</b> <b>Lot 3: Php 5,200.00</b> <b>Lot 4: Php 107,500.00</b> <b>Lot 5: Php 2,000.00</b> <b>Lot 6: Php 8,000.00</b> <b>Lot 7: Php 27,500.00</b>
<b>Date of Delivery</b>	30 days after receipt of purchase order

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **8:00 A.M** on **August 23, 2021** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH I. BONACHITA**  
**RBAC 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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- 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.
- 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.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Office Tables, Cabinets and Chairs for RSSO XIII</b>						
<b>Lot 1:</b>  Office Tables (~46"X23"X32"-dimension; with 4 small drawers, 1 medium door, 1 center drawer, black; please see attached picture)	pcs	7	₱ _____	₱ _____		
<b>Lot 2:</b>  Office Chair (Striped Blue or black with arm; please see attached picture)	pcs	4	₱ _____	₱ _____		
<b>Lot 3:</b>  Table ( 62"X29.2"X29.2"-dimension; please see attached picture)	pcs	1	₱ _____	₱ _____		
<b>Lot 4:</b>  Office Chair (Black; please see attached picture)	pcs	43	₱ _____	₱ _____		
<b>Lot 5:</b>  Office Chair (black; w/o arm; medium-sized; please see attached picture)	pcs	1	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 6:</b> Executive Chair (maximum weight capacity: 100kg, tilt lock function, 350 mm base and PU casters, Pneumatic height adjustment, 360 degrees swivel; with wheels, with arm, black, adjustable, black leather; please see attached picture)	pcs	1	₱ _____	₱ _____		
<b>Lot 7:</b> Office Cabinet for ICT Storage (approximately 48"X15.5"X39"-dimension; please see attached picture)	pcs	5	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>						
<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: \_\_\_\_\_

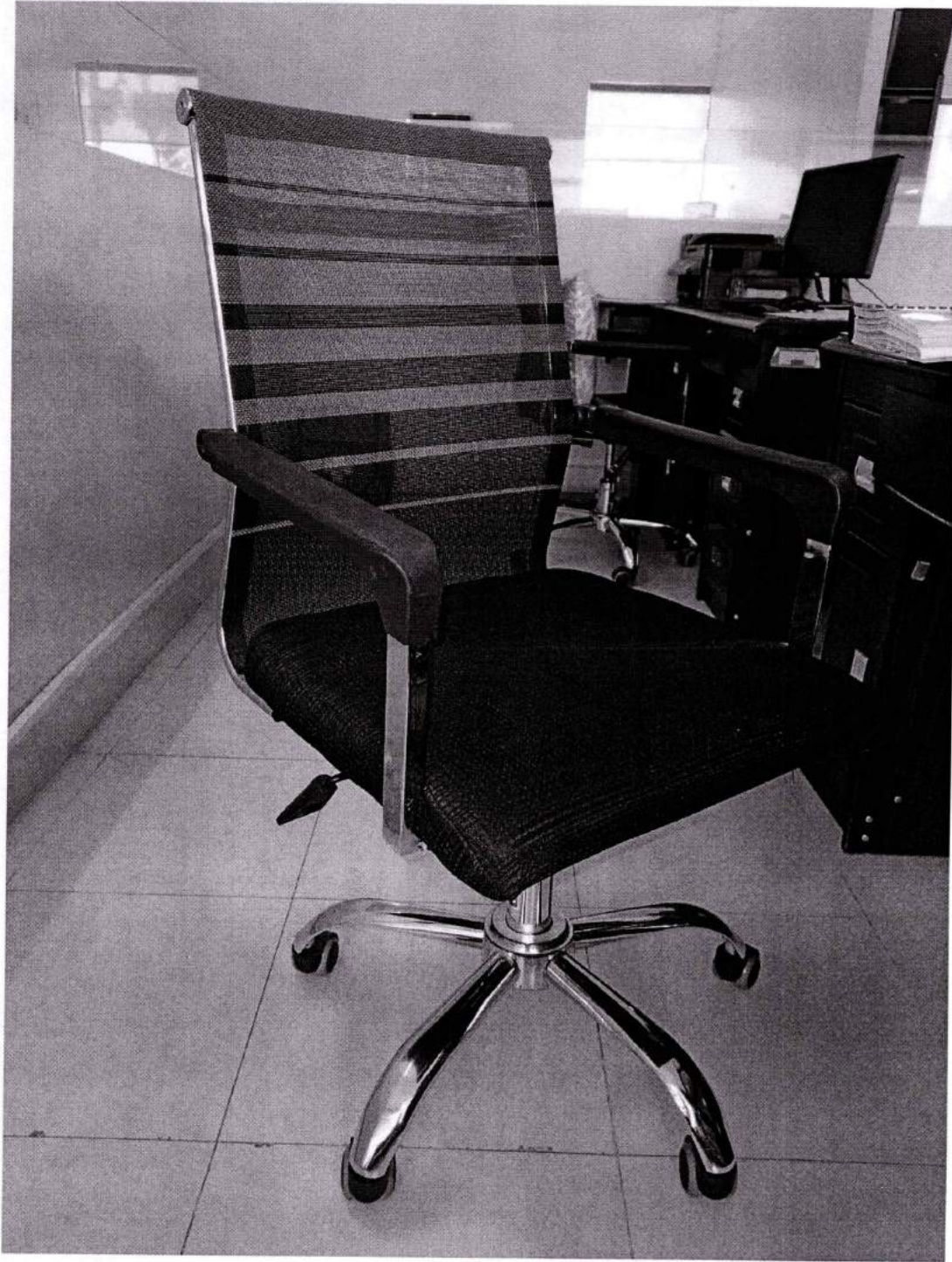
Address: \_\_\_\_\_ EmailAddress: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_



Office Table (Black)	~46"X23"X32"
	with 4 small drawers, 1 medium door, 1 center drawer, black



Office Chair (Striped Blue or black with arm; please see attached picture)



Front View



Back View

Table (for the Training Room; 62"X29.2"X29.2"-dimension; please see attached picture)



Office Chair (Black; please see attached picture)



Office Chair (w/o arm; medium-sized; please see attached picture)

Mid back ergonomic task chair, Contoured back and seat provides support and helps relieve back strain,  
Pneumatic gas lift seat height adjustment,



#### EXECUTIVE OFFICE CHAIR

--- with wheels, with arm, black, adjustable, black leather

--- Maximum weight capacity: 100kg, Tilt lock function, 350 mm base and PU casters, Pneumatic height adjustment, 360 degrees swivel

Office Cabinet for ICT Storage (for SOCD; approximately 48"x15.5"x39"-dimension; brown; please see attached picture)

