



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, **Shopping** for the **Supply and Delivery of Janitorial Supplies, Office Supplies, Office Equipment, IT Supplies, and Electrical Supplies for the 3<sup>rd</sup> Quarter.**

<b>Name of Project</b>	Supply and Delivery of Janitorial Supplies, Office Supplies, Office Equipment, IT Supplies, and Electrical Supplies for the 3 <sup>rd</sup> Quarter
<b>Solicitation (If posted at the PhilGEPS)</b>	0700 - 2017 - 09 - 028
<b>Purchase Request No.</b>	0700-2017-08-051A
<b>Location</b>	Cebu City
<b>Brief Description</b>	Office Equipment for the 3 <sup>rd</sup> Quarter
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	₱ 55,500.00 (Category C – Office Equipment)
<b>Contract Duration</b>	
<b>Date of Delivery</b>	1-2 weeks after receipt of P.O.

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before September 15, 2017, 5:00 p.m. 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. Irish B. Velasco  
BAC Secretariat  
Contact Nos.: (032)412-6794/256-0592*

  
**ENGR. LEOPOLDO P. ALFANTA JR.**  
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. The following documentary requirements must be submitted prior to payment:
  - Mayor's/Business Permit
  - PhilGEPS Registration Number/Certificate

**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.**

4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
7. 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.
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.
9. 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)  (per unit)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Clerical chair, upholstered fabric gray with armrest; chrome base; BIFMA Gaslift, tilting function; high density foam	pc.	10	4,000.00/pc.			( )	( )
Executive chair, high back, fabric gray with armrest, chrome star base; BIFMA gaslift, tilting	pc.	2	5,000.00/pc.			( )	( )
Foldable ultra light 4-step aluminum ladder, type A, 225 lbs. load capacity, large platform top step for safe and secure climbing and standing, integrated project top tray holds tools and hardware; lightweight but durable aluminum construction -weighs less than 11 lbs.	unit	1	3,000.00/unit			( )	( )
Desk Heavy duty staplers bookbinding stapling machine, 100 sheets capacity	pc.	1	2,500.00/pc.			( )	( )
<b>Note: Please specify the brand or provide sample/pictures of the item being offered.</b>							

**TOTAL AMOUNT IN WORDS :** \_\_\_\_\_

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. \_\_\_\_\_

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