



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**

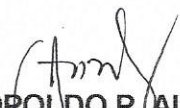
The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Shopping** for the **Supply and Delivery of Janitorial, Office, IT and Electrical Supplies and Office Equipment for the 1<sup>st</sup> Quarter**.

<b>Name of Project</b>	Supply and Delivery of Janitorial, Office, IT and Electrical Supplies and Office Equipment for the 1 <sup>st</sup> Quarter
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2017-02-001
<b>Purchase Request No.</b>	0700-2017-02-007
<b>Location</b>	Cebu City
<b>Brief Description</b>	IT Supplies for the 1 <sup>st</sup> Quarter
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	₱ 62,000.00 (Category D – IT Supplies)
<b>Contract Duration</b>	
<b>Date of Delivery</b>	Within March 1-17, 2017

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **February 28, 2017, 5:00 p.m.** through the address below or through telefax nos. **(032)412-6794 / 256-0470** 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest Calculated Responsive 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 as follows:
  - *Mayor's/Business Permit*
  - *PhilGEPS Registration Number/Certificate*
6. Award of contract shall be made to the Lowest Calculated Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
7. 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.
8. 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)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Computer Mouse, USB type**	pc	15	250.00			( )	( )
Ink, HP 60, black	cart	5	700.00			( )	( )
Ink, HP 678, black	cart	20	450.00			( )	( )
Ink, HP 678, colored	cart	20	450.00			( )	( )
Ink, HP 680, black	cart	5	500.00			( )	( )
Ink, HP 680, colored	cart	5	500.00			( )	( )
Ink, HP 704, black	cart	10	450.00			( )	( )
Ink/Toner HP 12A	cart	2	2,000.00			( )	( )
Ink/Toner HP 85A	cart	2	3,000.00			( )	( )
Ink, Epson C664	cart	2	300.00			( )	( )
Ink, Epson M664	cart	2	300.00			( )	( )
Ink, Epson Y664	cart	2	300.00			( )	( )
Ink, Epson B664	cart	2	300.00			( )	( )
Ink, HP GT51, black	bottle	4	450.00			( )	( )
Ink, HP GT52, Cyan	bottle	4	450.00			( )	( )
Ink, HP GT52, Magenta	bottle	4	450.00			( )	( )
Ink, HP GT52, Yellow	bottle	4	450.00			( )	( )
Keyboard, USB type, good quality**	pc	25	300.0			( )	( )
Mouse pad**	pc	5	30.00			( )	( )

**Note:**  
 \*\* Please specify the brand or  
 provide sample/pictures of the item  
 being offered.

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: \_\_\_\_\_