



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office - Marinduque** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement– **Small Value Procurement** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	Procurement of Office Furnitures, Office Equipments and Outdoor Equipments for PSA-Marinduque PSO Operations
Solicitation	2024-11-0947
Place of Delivery	Boac, Marinduque
Brief Description	Office Furnitures & Equipments
Quantity	14 Items
Approved Budget for the Contract (ABC)	P 723,600.00
Date of Delivery	December 7-27, 2024

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 9:00 AM on Monday, December 02, 2024** at PSA PSO Marinduque.

Received by:

Name and Signature: _____

Company: _____

Date: _____


VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.



BID FORM

Item/s and Specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Procurement of Office Furnitures, Office Equipments and Outdoor Equipments for PSA-Marinduque PSO Operations						
Vertical File Cabinet 4-Drawer	pcs	8			()	()
Materials : all metal construction						
Dimensions: H132*W46*D62cm						
Accessories: file divider, flush handle, Central locking system, black handle						
Color; Light Gray						
Heavy Duty						
3-Layer Lateral Cabinet	pcs	4			()	()
Materials : all metal construction, steel ball bearing,						
Gauge - 0.9mm or gauge 20						
Dimensions: W90xD46xH102 cm						
Accessories : file divider, central locking system,						
Finish : light gray						
Heavy Duty						
2-Layer Steel Filing Vertical Cabinet	pcs	1			()	()
Materials: all metal construction, steel ball bearing,						
gauge - 0.9mm or gauge 20						
Dimensions: D62xW46xH72cm						
Accessories : file divider, central locking system						
Finish : light gray						
Heavy Duty						
5-Layer Swing Door Steel Filing Cabinet	pcs	5			()	()
Materials : all metal construction,						
5 layer swing door cabinet						
Dimensions: W90xD39xH180cm						
Accessories : hanger, shelves,						
Central locking system						



Finish: Light Gray					
Heavy Duty					
4-Tier Corner Shelf	pcs	4			
Number of Shelves: 4					
Product Dimensions: 15.75D x 15.75W x 30.5H inches					
Shelf Thickness: 15.75 Inches					
Style: Country Rustic					
Material: Engineered Wood					
Mounting Type: Floor Mount					
Shape: L-Shape					
5-Layer Heavy Duty Steel Rack	pcs	6			
Description: Steel Rack					
Double layer post rivet rack					
5 layer steel shelf					
Materials: all metal construction					
Dimensions: W120*D60*H183 cm					
Load Capacity: 200+kg/level					
Color: Light Gray					
Heavy Duty					
Foldable Training Table	pcs	4			
Foldable					
Material: MDF board, laminated finish + Metal					
Color: Gray					
Features:					
with modersty, tubular steel frame					
foldable table top					
movable with caster					
with second layer					
Color: Gray					
Dimension: W180 x D60 x H75cm					
Foldable Training Table	pcs	6			
Foldable					
Material: MDF board, laminated finish + Metal					
Color: Gray					
Features:					
with modersty tubular steel frame					
foldable table top					
movable with caster					
with second layer					
Sizes: W140 x D60 x H75cm					



Office Foldable Steel Chair	pcs	10				
Material: ABS Plastic, Mesh cloth, Sponge, Metal Skeleton						
Color: Black						
Function: Foldable Chair						
Chair Arms: Fixed Arms						
Dimension; L:52cm, W: 64cm, H: 86cm						
Shredder	pcs	2				
Shred Type: Micro cut						
Capable of Shredding Paper						
Manual Shred Capacity (A4/70g): 7 sheets						
Auto-feed Shred Capacity (A4/70g): 200 sheets						
Shred Size: 2 x 10mm						
Waste Container Capacity: 22 Liters						
Paper Entry Width: 220mm						
Shred Speed: 2.0m/min						
Duty Cycle: 20 min on/ 40 min off						
Dimension: 360 x 265 x 573mm						
Laminating Machine	pcs	1				
Color: Blue						
Working Area: A3/A4 Size						
With Temperature Control, Cooling system vents, Temperature Guide						
Dimension: W58.5 x D20 x H30cm						
Heavy Duty						
3 Seated Stainless Visitors Chair (with leather seat)	pc	1				
3 seater all with PU Cover						
Size: L163 x W62 x H72 (cm)						
Seat width : 46 CM						
Material: seat is 1.2 mm metal paint						
arm and leg are 1.0 mm metal chrome						
beam is 1.5 mm metal paint						
Gross Weight : 26 KG						
Weight Beam: 150 KG per seat						
Color Black						
TV Rack	pc	1				
Top panel/ Drawer front/ Rail:						
Solid pine, Adhesive, Stain, Clear acrylic lacquer						
Drawer side/ Drawer back/ Drawer rail:						
Solid pine, Adhesive						
Drawer bottom/ Back panel:						
Fiberboard						



Width: 148 cm (58 1/4 ")						
Depth: 47 cm (18 1/2 ")						
Height: 57 cm (22 1/2 ")						
Max. load: 50 kg (110 lb)						
Foldable Outdoor Tent Heavy Duty	pcs	2				
3X3 M, Retractable Tent heavy duty						
outdoor tent sunshade,						
waterproof, Adjustable height						
Heavy Duty						
Nothing Follows						
TOTAL						

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: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


MARY MICHELLE MACUTONG

Canvasser

