



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 **Office Supplies**.

Name of Project	Office Supplies
Solicitation (If posted at the PhilGEPS)	C 2017-05-008
Purchase Request No.	0722-2017-05-026
Location	Cebu City
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	₱ 86,650.00
Contract Duration	
Date of Delivery	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **June 02, 2017, 5:00 p.m.** through the address below or through telefax nos. **(032)255-8573 / 415-9449** or through email address (**psa07.cebuidm@gmail.com**):

*Bids and Awards Committee (BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Ms. Richy F. Amatong or Mr. Caylord D. Niala
BAC Secretariat
Contact Nos.: (032)415-9449/255-8573*

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 during submission of the bid form / quotation:

- Mayor's/Business Permit
- PhilGEPS Registration Number/Certificate

Note: If the abovementioned documents were already submitted, 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)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Paper clip, Big	box	30	600.00			()	()
Paper clip, Small	box	30	450.00			()	()
Folder Long (White)	pcs	1000	5,000.00			()	()
Folder Long (Brown)	pcs	1400	7,000.00			()	()
Folder short (White)	pcs	300	1,200.00			()	()
Folder short (brown)	pcs	500	2,000.00			()	()
Bond Paper, Subs. 20, short,	ream	100	20,000.00			()	()
Bond Paper, Subs. 20, Long	ream	120	24,000.00			()	()
Packaging Tape 2"	roll	120	3,600.00			()	()
Scotch tape 1"	roll	60	900.00			()	()
Scotch tape 2"	roll	60	1,800.00			()	()
Car Air freshener	pcs	12	2,400.00			()	()
Air Freshner	pcs	18	2,700.00			()	()
Shoelace	pcs	500	15,000.00			()	()

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: _____