



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 the **Procurement of Preventive Maintenance and Tires of Service Vehicle 2008 Honda City SHU 683**

Name of Project	GENERAL ADMINISTRATIVE SERVICES
Solicitation	RSSO RFQ NO.2025-03-020
Reference Number	RSSO PR No. 2025-02-037
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 57,000.00
Date of Delivery	10 days upon 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 **9:00 A.M on March 7, 2025** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

[Signature]
ROWENA P. PETATE
 RBAC Vice 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 **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above)**.
- 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
Preventive Maintenance and Tires of Service Vehicle 2008 Honda City SHU 683						
Lot 1: ABC Php 33,000.00						
Labor						
Remove and install weather strip	labor	1	₱ _____	₱ _____		
Remove and install rubber moulding	labor	1	₱ _____	₱ _____		
Remove and install power window main switch	labor	1	₱ _____	₱ _____		
Remove and install power window mechanism with motor	labor	1	₱ _____	₱ _____		
Remove and install primary clutch	labor	1	₱ _____	₱ _____		
Parts						
Weather strip	set	1	₱ _____	₱ _____		
Rubber moulding	pcs.	4	₱ _____	₱ _____		
Power window main switch	pc.	1	₱ _____	₱ _____		
Power window mechanism with motor	pc.	1	₱ _____	₱ _____		
Primary clutch	pc.	1	₱ _____	₱ _____		
Lot 2: ABC Php 24,000.00						
Tires, 195/55 R15	pcs.	4	₱ _____	₱ _____		
2025 Production Date						
TOTAL AMOUNT IN FIGURES:				₱ _____		
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: _____

Address: _____ EmailAddress: _____

Fax No. _____ Tel No. _____ Cellphone No. _____

Date: _____