



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 the Janitorial Supplies, Office Supplies, Office Equipment, & IT Supplies and Electrical Supplies for the 2nd Quarter.**

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| Name of Project | Supply and Delivery of the Janitorial Supplies, Office Supplies, Office Equipment, & IT Supplies and Electrical Supplies for the 2 nd Quarter |
| Solicitation (If posted at the PhilGEPS) | 0700-2017-05-010 |
| Purchase Request No. | 0700-2017-05-026 |
| Location | Cebu City |
| Brief Description | Office Equipment for the 2 nd Quarter |
| Quantity | See page 2 of the RFQ |
| Approved Budget for the Contract (ABC) | ₱ 2,500.00 (Category C – Office Equipment) |
| Contract Duration | |
| Date of Delivery | Between June 9-19, 2017 |

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **May 29, 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. 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) per Item | Unit Price (in Peso) Please indicate your offer/price here. | Total Amount (VAT inclusive) | Compliance with Technical Specifications (please check) | |
|---|------|------|---|--|------------------------------------|--|-----|
| | | | | | | YES | NO |
| Ladder, 4-step Aluminum | 1 | pc | 2,500.00 | | | () | () |

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: _____