



**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 2<sup>nd</sup> Quarter.**

Name of Project	Supply and Delivery of the Janitorial Supplies, Office Supplies, Office Equipment, & IT Supplies and Electrical Supplies for the 2 <sup>nd</sup> Quarter
Solicitation (If posted at the PhilGEPS)	0700-2017-05-010
Purchase Request No.	0700-2017-05-026
Location	Cebu City
Brief Description	Office Supplies for the 2 <sup>nd</sup> Quarter
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	₱ 16,500.00 (Category B – Office Supplies)
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*

*En: [Signature]*  
**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
Bondpaper, A4, substance 20	ream	50	200.00			( )	( )
Correction tape refill, 2's/pack, Whiper MR	pack	10	90.00			( )	( )
Envelope, mailing, white, long	pc	50	1.00			( )	( )
Envelope, mailing, white, long, with Window	pc	300	1.00			( )	( )
Page marker, stick-on, 1/2"x2", 100 sheets/pad, 5 pads/pack, assorted colored	pack	20	30.00			( )	( )
Tape, duct tape, 2"x50 mtrs.	roll	10	325.00			( )	( )
Tape, masking, 1"x25 mtrs.	roll	10	45.00			( )	( )
Tape, packaging, 2"x50 yards	roll	20	35.00			( )	( )
Tape, scotch tape, 1"x50 mtrs.	roll	10	25.00			( )	( )

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: \_\_\_\_\_