

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Special Bids and Awards Committee (SBAC) will undertake alternative mode of procurement, Small Value Procurement for Copy Printer

Name of Project	General Administrative and Support Service
Solicitation	A.D.N. PR No. 2016-05-019A
Location	Butuan City
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱158,000.00
Contract Duration	10 Days after Receipt of PO

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than 8:00 am on November 23, 2016 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Barangay Imadejas, Butuan City.


MELCHOR B. BAUTISTA
 SBAC 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. 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.
6. 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.
7. Terms of Payment shall be made through check payable to the supplier.
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.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
COPY PRINTER Specification: Configuration: Desktop with Document Feeder Print Speed: 80-130 Sheet per Minute Duty Cycle: 300,000 prints per month Resolution: Scanning: 600 x 600 dpi Master Making: 300 x 300 dpi 300 x 400 dpi (fine mode) Original Type: Sheet, Book Paper Size: A3 Image Mode: Letter, Photo, Letter/Photo Auto Separation, Pencil, Tint	Unit	-1-	₱ _____	₱ _____		
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: _____ Email Address: _____

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

Date: _____