



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Special Bids and Awards Committee (SBAC) will undertake alternative mode of procurement, negotiated procurement – small value procurement for Office Furnitures

Name of Project	General Administrative Support Services
Solicitation	PR No. 16-05-044, 16-05-047, 16-05-048, 16-05-049
Location	Butuan City
Brief Description	Item 1: Office Table, color: chocolate brown; size: 120 cm x 60 cm Item 2: Right Corner Table Writing Desk, color: coffee or chocolate brown or black; size: 1200 mm x 1600 mm x 750 mm Item 3: Writing desk, color: coffee, chocolate brown or black; size: 1200 mm x 600 mm x 750 mm Item 4: Writing desk, color: coffee, chocolate brown or black; size: 1200 mm x 800 mm x 750 mm Item 5: Fixed filing cabinet, color: coffee, chocolate brown or black; 4 drawers; size: 350 mm x 800 mm x 750 mm Item 6: Book Case Divider, color: coffee, size: 1600 mm x 400 mm x 1250 mm Item 7: Executive Table with Side Extension, length 200.5 cm x 90 cm; side: 200.5 cm with attached 3 drawer filing cabinet Item 8: Conference table, color: coffee; size: 2400 mm x 1000 mm x 750 mm Item 9: Corner Office Desk, color: coffee, chocolate brown or black; size: 1600 mm x 1200 mm x 750 mm; with metal legs designed to hide wirings Item 10: Fixed Filing Cabinet, color: coffee, chocolate brown or black size: 350 mm x 800 mm x 750 mm
Quantity	Item 1: 10 Units Item 2: 2 Units Item 3: 2 Units Item 4: 2 Units Item 5: 4 Units Item 6: 1 Unit Item 7: 1 Unit Item 8: 1 Unit Item 9: 1 Unit Item 10: 1 Unit
Approved Budget for the Contract (ABC)	₱151,750.00
Contract Duration	10 days after receipt of Purchase Order

Please quote your **lowest price** on the item/s listed below and submit personally using this **Request for Quotation Form in sealed envelope** not later than 9:00 am on June 10, 2016 at the Regional Statistical Services Office XIII, Jedal Building, Lopez Jaena Extension, Butuan City.


MELCHOR B. BAUTISTA
Chairperson, SBAC

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
Item 1: Office Table, color: chocolate brown; size: 120 cm x 60 cm	Unit	-10-	₱ _____	₱ _____		
Item 2: Right Corner Table Writing Desk, color: coffee or chocolate brown or black; size: 1200 mm x 1600 mm x 750 mm	Unit	-2-	₱ _____	₱ _____		
Item 3: Writing desk, color: coffee, chocolate brown or black; size: 1200 mm x 600 mm x 750 mm	Unit	-2-	₱ _____	₱ _____		
Item 4: Writing desk, color: coffee, chocolate brown or black; size: 1200 mm x 800 mm x 750 mm	Unit	-2-	₱ _____	₱ _____		
Item 5: Fixed Filing Cabinet, 4 drawers color: coffee, chocolate brown or black; size: 350 mm x 800 mm x 750 mm	Unit	-4-	₱ _____	₱ _____		
Item 6: Book Case Divider color: coffee size: 1600 mm x 400 mm x 1250 mm	Unit	-1-	₱ _____	₱ _____		
Item 7: Executive Table with Side Extension, length 200.5cm x 90cm; side: 200.5cm with attached 3 drawer filing cabinet	Unit	-1-	₱ _____	₱ _____		
Item 8: Conference Table color: coffee;	Unit	-1-	₱ _____	₱ _____		

<p>size: 2400 mm x 1000 mm x 750 mm</p> <p>Item 9: Corner Office Desk color: coffee, chocolate brown or black; size: 1600 mm x 1200 mm x 750 mm; w/ metal legs designed to hide wirings</p> <p>Item 10: Fixed Filing Cabinet color: coffee, chocolate brown or black size: 350 mm x 800 mm x 750 mm *****</p>	<p>Unit</p> <p>Unit</p>	<p>-1-</p> <p>-1-</p>	<p>₱ _____</p> <p>₱ _____</p>	<p>₱ _____</p> <p>₱ _____</p>		
				<p>Total amount in words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

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: _____