




REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, Small Value Procurement for Shelf Storage, Boltless Shelf and Cabinet Mirror.

Name of Project	General Administrative Support Service
Solicitation	SDN PR No. 2017-07-0067
Location	PSA Surigao del Norte
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱ 81,800.00
Contract Duration	Within 10 days after 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 8:00 am on July 18, 2017 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.


MELCHOR B. BAUTISTA
 RBAC 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. Terms of Payment shall be made through check payable to the supplier.
6. 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 DTI /SEC registration, Municipal and business permit, and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
7. 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.
8. 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.
9. 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 specifications (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Item 1: 5-Layer Shelf Storage <i>Specifications:</i> Open style, no nuts and bolts Size: 1830 mm H x 914 mm W x 457 mm L SFN 3618; Silve vein powder coated; concealed post; fully adjustable shelves; 9mm dark gray MDF laminated; plastic floor protector; easy assemble; step-by-step assembly instrument; only tool needed is rubber mallet; hold up to 2500 lbs	piece	-10-	₱ _____	₱ _____		
Item 2: 5 –Layer Boltless Shelf <i>Specifications:</i> Open style, no nuts and bolts Size: 864 x 3556 x 1830 mm Finish: powder coated silver; concealed post; fully adjustable shelves; beam: 0.8mm Board: 9mm laminated board; plastic floor protector; easy to assemble; step-by-step assembly instrument; only tool needed is rubber mallet; hold up to 1000 kgs.	piece	-10-	₱ _____	₱ _____		
Item 3: Cabinet mirror/medicine box <i>Specifications:</i> 60 x 90 cm; 2 layers; 2 columns	piece	-1-	₱ _____	₱ _____		
TOTAL AMOUNT IN WORDS:						

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
CARAGA

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: _____