



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Regional Bids and Awards Committee (RBAC) will undertake the alternative mode of procurement, **Small Value Procurement on Various Acrylic Nameplate & Logo.**

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2017-10-74
Location	PSA-Surigao del Sur
Brief Description	Refer to Bid Form Below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	P66,250.00
Date of Delivery	Within 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 not later than 8:00 am on _____ at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Barangay Imadejas, Butuan City.

Prisca P. Villarina
 Prisca P. VILLARINA
 BERNADETH I. BONACHITA
 RBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit
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 requirement within three days after the opening of the 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
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.

Item/s and specification/s (minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Item 1: Acrylic Table Nameplate w/out stand (4x11)	piece	13	P _____	P _____		
Item 2: Acrylic Table Nameplate w/out stand (4x18)	piece	1	P _____	P _____		
Item 3: Acrylic PSA-Logo (12" diameter)	piece	1	P _____	P _____		
Item 4: Acrylic Table Nameplate w/ stand (4x11)	piece	3	P _____	P _____		
Item 5: Acrylic Plastic Frame for Core values, Corporate Personality, Quality Policy, Vision & Mission	piece	4	P _____	P _____		
Specs: Size: 24x33, 6mm thick, with stainless bolt						
Total Amount in figures				P _____		
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: _____