



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 Office Table**.

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2017-11-109
Location	PSA-Surigao del Sur
Brief Description	Refer to Bid Form Below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	P89,700.00
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.

Pres P. Villarina
 Mrs. PRESA 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 the
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
<i>For Antique Finish:</i>						
Item 1: Narra, Office Table, 7 drawers 30 x 52	unit	12	P _____			
Item 2: Narra, Office Table, 3 drawers 24 x 48	unit	5	P _____			
Item 3: Narra, Office Table, 4 drawers 26 x 42	unit	9	P _____			
Item 4: Narra, Counter Desk, 24 x 95	unit	3	P _____			
<i>For Order:</i>						
Item 5: Narra, Office Table, 7 drawers 30 x 52	unit	3	P _____			
Item 6: Narra, Office Table, 4 drawers 26 x 42	unit	3	P _____			
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: _____