



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
RSSO XIII (CARAGA)

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Shopping on Various Supplies for Admin & General Services.**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2020-09-186
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php74,310.00
Date of Delivery	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 10:00 A.M on **November 9, 2020** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
RBAC Vice Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- 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.
- 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.
- 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
In Lot:						
Brooms-soft (Tamboo)	pc	6	₱ _____	₱ _____		
Brooms (Ting-ting)	pc	6	₱ _____	₱ _____		
Cleaner-Toilet Bowl & Uniral	btl	24	₱ _____	₱ _____		
Detergent Powder, all purpose, kl	kl	30	₱ _____	₱ _____		
Disinfectant Spray, aerosol type, 300 gms	can	24	₱ _____	₱ _____		
Trashbag Plastic, black, large	pack	12	₱ _____	₱ _____		
Bleaching/Disinfectant (Zonrox), gal.	gal	24	₱ _____	₱ _____		
Toilet Cake Deodorizer (Albatros), 100 gms	pcs	24	₱ _____	₱ _____		
Chamoist	pc	12	₱ _____	₱ _____		
Gloves, Rubberized, XL	pair	12	₱ _____	₱ _____		
Dishwashing Paste, 400 gms	can	24	₱ _____	₱ _____		
Dishwashing Liquid, 25mL	btl	24	₱ _____	₱ _____		
Sack, Polypropylene woven bag	pc	100	₱ _____	₱ _____		
Alcohol, 68-75% alcohol, gal	gal	30	₱ _____	₱ _____		
Hand soap, gal	btl	24	₱ _____	₱ _____		
Liquid Sosa	btl	6	₱ _____	₱ _____		
Tissue/Toilet Paper	pack	24	₱ _____	₱ _____		
Plastic Twine, 1kl	roll	6	₱ _____	₱ _____		
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: _____ EmailAddress: _____

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

Date: _____