



REQUEST FOR QUOTATION

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Small Value Procurement** for the **Supply and Delivery of Office Furniture for QMS Implementation.**

Name of Project	Supply and Delivery of Office Furniture for QMS Implementation
Solicitation (If posted at the PhilGEPS)	
Purchase Request No.	0700-2017-11-072
Location	Cebu City
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	₱ 983,000.00
Contract Duration	
Date of Delivery	1-2 weeks after receipt of P.O.

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before _____, 5:00 p.m. through the address below or through telefax nos. (032)412-6794 / 256-0470 or through email address (psa07.rbac@gmail.com):

*Bids and Awards Committee (BAC)
 Philippine Statistics Authority – RSSO VII
 Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Ms. Irish B. Velasco
 BAC Secretariat
 Contact Nos.: (032)412-6794/256-0592*


LEOPOLDO P. ALFANTA JR.
 BAC 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. The following documentary requirements must be submitted during submission of the bid form / quotation:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income/Business Tax Return
 - Omnibus Sworn Statement

Note: If the abovementioned documents were already submitted, re-submission may no longer be required unless a certain document has already expired.

4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
7. Award of contract shall be made to the Lowest Calculated and Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
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.
9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Cubicle (6-seater), w/ all melamine board use	pc	24	12,500.00			()	()
Chair, clerical, ergonomic with armrest, mesh	pc	24	3,000.00			()	()
Mobile pedestal drawer, 3-drawer	pc	24	3,700.00			()	()
Junior Executive Table, with cabinets and wire sockets	pc	8	14,500.00			()	()
Junior Executive Chair, black metal base, leatherette upholster	pc	8	5,000.00			()	()
Cubicle, panel 90 x 150 cm	pc	6	9,500.00			()	()
Training Tables, Folding/collapsible, 180x45cm, Beige, Steel-legged, with casters	pc	10	6,000.00			()	()
Training Chairs, 4-legged, mesh back, metal legged	pc	30	1,600.00			()	()
Steel Cabinet, W 90 cm x D 45cmx H 138cm, lateral, powder coated, smooth finish	pc	6	14,000.00			()	()
Steel Cabinets, cabinet filing, 3-drawer, vertical	pc	6	7,200.00			()	()
Computer Table, tower-type (with printer slot)	pc	1	3,000.00			()	()
Sofa, Lounge chair	pc	1	8,000.00			()	()
Visitors Chair, wooden/Steel	pc	2	3,000.00			()	()
Banquet Table, Ractangular 6 ft. fold in half table 72x30", Commercial Grade 8 seater capacity (Pantry)	pc	6	4,000.00			()	()
Cabinet, 2-door with lock, 5-layer	pc	3	11,000.00			()	()

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 _____

TIN #: _____ (Please specify if VAT or NON-VAT)

Address: _____ Email Address: _____

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

Date: _____