



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
CARAGA

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Small Value Procurement and shopping for the purchase of Various office furniture and fixtures.**

Name of Project		General Administrative Support Service	
Solicitation		SDN PR No. 2020-12-052	
Location		PSA - SDN	
Brief Description		Refer to Bid Form below	
Quantity		Refer to Bid Form	
Approved Budget for the Contract (ABC)		Lot 1	Php32,000.00
		Lot 2	Php156,000.00
		Lot 3	Php69,000.00
		Lot 4	Php11,000.00
Date of Delivery		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 10:00 A.M on 24 DEC 2020 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.


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 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, Tax Clearance, BIR Certificate of Registration 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 specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 1: Office Table (Shopping)						
Office plastic folding table	piece	10	P _____	P _____		
top: plastic; legs: metal						
white rectangular table						
L183 x W50 x H73cm						
Lot 2: Rack Stack and shelf storage						
Rack Stack	piece	20	P _____	P _____		
Open style, no nuts and bolts						
Size: 1830 mm H x 810 mm W x 310 mm L						
Silve vein powder coated						
concealed post, fully adjustable shelves						
9 mm dark gray MDF laminated						
plastic floor protector						
easy to assemble						
step-by-step assembly instrument						
only tool needed is rubber mallet						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
5-Layer Shelf Storage Open style, no nuts and bolts Size: 1830 mm H x 914 mm W x 457 mm L Silver vein powder coated concealed post, fully adjustable shelves 9 mm dark gray/brown MDF laminated plastic floor protector easy to assemble step-by-step assembly instrument only tool needed is rubber mallet	piece	20	P _____	P _____		
Lot 3: Filing Cabinet Color of filing cabinet: gray 4-shelves metal cabinet with 2-glass door 85 cm x 185 cm x 40 cm	piece	6	P _____	P _____		
Lot 4: Book ends color gray 140 x 200 x 175 mm, black heavy gauge steel holds large and heavy books reinforced ribbing coating with a hard enamel finish	piece	100	P _____	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: _____

EmailAddress: _____

Fax No. _____

Tel No. _____

Cellphone No. _____

Date: _____