



**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, **Shopping** for the **Office Supplies**.

<b>Name of Project</b>	Office Supplies
<b>Solicitation</b> (If posted at the PhilGEPS)	
<b>Purchase Request No.</b>	0722-2017-10-057
<b>Location</b>	Cebu City
<b>Brief Description</b>	See page 2 of the RFQ
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	₱ 53,950.00
<b>Contract Duration</b>	
<b>Date of Delivery</b>	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **October 20, 2017, 5:00 p.m.** through the address below or through telefax nos. (032)255-8573 / 415-9449 or through email address (psa07.cebuaadm@gmail.com):

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

*Attn.: Ms. Richy F. Amatong or Ms. Vengelis "Nene" Pacaldo  
PBAC Secretariat  
Contact Nos.: (032)415-9449/255-8573*

**ENGR. 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 prior to payment:

- Mayor's/Business Permit
- PhilGEPS Registration Number/Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement

**Note: If the abovementioned documents were already submitted except for the Omnibus Sworn Statement, 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.