



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Regional Bids and Awards Committee (RBAC) will undertake Alternative Mode of Procurement, Shopping, for the **Office Supplies for PSA-Siquijor Provincial Office**

<b>Name of Project</b>	Office Supply for PSA-Siquijor Provincial Office
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2018-11-057
<b>Purchase Request No.</b>	0761-2018-10-059
<b>Location</b>	
<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>	Php 50,000.00
<b>Contract Duration</b>	
<b>Date of Delivery</b>	5-10 working days after the receipt of Purchase Order

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **03 December 2018, 5:00 PM th** through the address below or through the email address ([psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com)):

*Regional Bids and Awards Committee (RBAC)*  
*Philippine Statistics Authority – RSSO VII*  
*Gaisano Capital South Bldg, Colon St. Cebu City*  
**Attn.: Mr. Caylord D. Niala/Ms. Ann Emilyn S. Eballe**  
**Ms. Melita Jomoad/Ms. Leslie Marie Zuasula**  
*RBAC Secretariat*  
*Contact Nos.: (032)412-6794/256-0592*

  
**AURELIA M. CANDA**  
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. 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)/ each	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
OFFICE SUPPLIES							
Data File Box with detached cove for legal size documents and with PSA Logo-approximately 16 x 7 ¼ x 10 inches (LxWxH)		100				( )	( )

TOTAL AMOUNT IN WORDS :

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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. \_\_\_\_\_