



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 Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **shopping, of Information Technology supplies for Regional Office Support.**

<b>Name of Project</b>	Supplies for Regional Office Support
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2018-10-047
<b>Purchase Request No.</b>	0722-2018-10-096
<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>	21,000.00
<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 **October 15, 2018, 5:00 PM** through the address below or through the email address ([psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com)):

*Bids and Awards Committee (BAC)  
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 Jomud/ Ms. Leslie Marie Zuasula  
RBAC Secretariats  
Contact Nos.: (032)412-6794/256-0592*

  
**AURELIA M. CANDIA**  
BAC 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.
- 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.**
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- The Lowest Calculated and Responsive Bidder shall be informed immediately.
- 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.
- 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.
- Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

**BID FORM**

NOTE: Please DON'T forget to check the "Compliance with Technical Specifications" Column. Non-compliance will result to disqualification of your bid.

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC) per Unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
<b><u>Information Technology Supplies</u></b>							
Computer mouse, USB type (indicate brand)	pc	10	250.00			( )	( )
Ink, HP 678, colored	cart	10	450.00			( )	( )
Ink, HP 680, black	cart	5	500.00			( )	( )
Ink, Epson B664	cart	5	300.00			( )	( )
Toner, Panasonic KX-MB21250 CX Laser Jet	cart	1	3,000.00			( )	( )
USB, 32GB (indicate brand)	pc	10	700.00			( )	( )
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: \_\_\_\_\_