



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

REQUEST FOR QUOTATION
RFQ#: 2018-093

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 Janitorial Supplies for Regional Office Support.**

Name of Project	Supplies for Regional Office Support
Solicitation (If posted at the PhilGEPS)	0700-2018-10-047
Purchase Request No.	0722-2018-10-096
Location	
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	13,500.00
Contract Duration	
Date of Delivery	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 **15 October 2018, 5:00 PM** through the address below or through the 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.: Mr. Caylord D. Niala/Ms. Ann Emilyn S. Eballe
RBAC Secretariat
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
<u>Janitorial Supplies</u>							
Air Freshener, for air & fabric, 275 ml	pc	20	300.00			()	()
Alcohol, ethyl, 68%-70%, scented, 500ml (-5ml)	pc	20	90.00			()	()
Glass cleaner with handle, 500ml	pc	20	130.00			()	()
Gloves for utility, all-purpose, large latex	pair	10	160.00			()	()
Mop head, cotton, 400 grams min, made of rayon	pc	10	150.00			()	()
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: _____