



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 the Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, Shopping, Janitorial Supplies for the Regular Operation of the Office.

Name of Project	Janitorial Supplies for Regional Operation of the Office
Solicitation (If posted at the PhilGEPS)	0700-2018-11-056
Purchase Request No.	0722-2018-11-116
Location	Cebu City
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	₱ 20,500.00
Contract Duration	
Date of Delivery	5-10 working days upon 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** through the address below or through the email address (psa07.rbac@gmail.com): Kindly write the **RFQ Reference Number** on the envelope upon submission.

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 Jomud/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
JANITORIAL SUPPLIES							
Magic Mop, soft scrub texture	4	5	800.00			()	()
Refill for PVA Magic Mop	5	10	250.00				
Vacuum Cleaner for Computer , 800W, portable, need outlet, heavy duty motor, 0.5 Liter dust capacity	6	2	3,200.00			()	()
Vacuum Cleaner for Vehicle, need outlet, wet and dry vacuum, powerful blower port instantly converts vacuum to blower, 1KW/15L	7	1	4,500.00			()	()
Trolley, 250kg capacity, dual handling, 50x119x55m	8	1	3,100.00			()	()
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. _____