



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)	0700-2018-11-062
Purchase Request No.	0722-2018-11-125
Location	
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	10,875.00
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 **December 11, 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
 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

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
Glass Cleaner with Handle, 500 ml	PC	20	150.00				
Round rags, all cotton, 32 pcs per kilogram min	Pair	25	75.00				
Trash bags, small, thick, 10's/pack	Pack	50	70.00				
Gloves for utility, all-purpose, large latex	Pair	10	160.00				
Trash bags, jumbo, thick, 10's/pack	Pack	10	90.00				

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: _____