



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


**REQUEST FOR QUOTATION**  
**RFQ#: 2018-101**

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, **Small Value Procurement**, for the **MS Office 2016 Home and Business FPP**.

|   |   |
|---|---|
| <b>Name of Project</b>                          | <b>MS Office 2016 Home and Business FPP</b>           |
| <b>Solicitation (If posted at the PhilGEPS)</b> | 0700-2018-10-050                                      |
| <b>Purchase Request No.</b>                     | 0701-2018-10-060                                      |
| <b>Location</b>                                 | Cebu City   |
| <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>   | P 150,000.00  |
| <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 **November 8, 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. CANDA**  
RBAC 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<br>(minimum) | Unit | Qty. | Approved<br>Budget<br>Cost<br>(ABC) per<br>Unit | Unit Price<br>(in Peso)<br>Please<br>indicate<br>your<br>offer/price<br>here. | Total Amount<br>(VAT<br>inclusive) | Compliance<br>with Technical<br>Specifications<br>(please check) |     |
|---|------|------|---|---|------------------------------------|--|-----|
|   |      |      |   |   |                                    | YES  | NO  |
| MS Office 2016 Home and<br>Business FPP | pc   | 12   | 12,500.00                                       |   |                                    | ( )  | ( ) |
| 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: \_\_\_\_\_