



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 Agusan del Norte

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **OFFICE CHAIR**.

<b>Name of Project</b>	<b>Procurement of Office Chair</b>
<b>Solicitation No.</b>	<b>ADN RFQ No. 2023-11-011</b>
<b>Reference No.</b>	<b>ADN PR No. 2023-11-138</b>
<b>Location</b>	PSA - Agusan del Norte
<b>Brief Description</b>	Refer to Specification/Table below
<b>Quantity</b>	Refer to table below
<b>Mode of Procurement</b>	<b>NP-Small Value Procurement</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>Php 72,000.00</b>
<b>Date of Delivery</b>	within 30 days after the issuance of purchase order

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **10:00 A.M on November 17, 2023** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH I. BONACHITA**  
 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), if none yet, submit, together with your quotation the photocopy of your **Municipal and business permit, BIR Certificate of Registration, and Phil. Government Electronic Procurement System (PhilGEPS) Registration.**
7. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
8. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
9. 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>OFFICE CHAIR</b> Specifications: Office Mesh Task Chair SK-1058 Mesh back, fabric seat Fixed plastic armrest 300mm nylon base, 50mm nylon casters Height adjustable Size: W59.5*D53*H93-104.5 cm Color: Black Please see attached design.	piece	20	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				₱		
<b>TOTAL AMOUNT IN WORDS:</b>						

**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: \_\_\_\_\_

Address: \_\_\_\_\_ EmailAddress: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_

**Specifications:**

- Office Mesh Task Chair SK-1058
- Mesh back, fabric seat
- Fixed plastic armrest
- 300mm nylon base, 50mm nylon casters
- Height adjustable
- Size: W59.5\*D53\*H93-104.5 cm
- Color: Black

