



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSSO XIII (Caraga)

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of Additional Office Equipment for QMS.

Name of Project	Quality Management System
Solicitation	ADS RFQ No. 2023-11-008
Reference No.	ADS PR No. 2023-11-076
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 2: Php 84,240.00 Lot 4: Php 23,520.00
Date of Delivery	10 days after receipt 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 24, 2023** the Regional Statistical Services Office-XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

M. I. Bonachita
BERNADETH I. BONACHITA
 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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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.**
- 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.
- 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.
- 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
Additional Office Equipment for QMS						
LOT 2:						
OFFICE FURNITURE						
4-Seater Sofa						
Dimension: W- 253cm, D- 77cm, H- 91 cm						
Frame: Plywood & Gmelina wood						
Fixed Seat Cushion: Polyurethane foam						
Fixed Back Cushion: Polyurethane foam						
Fabric: 100% Polyester						
Seat Type: Fixed Seat						
Back Type: Fixed Back						
Color: Bristol Sand						
Please see attached design						
Sub-total			P _____	P _____		
LOT 4:						
BOOKCASE SET						
Bookcase 2 doors						
Measurements: W40xD29.5xH170.5 cm						
Materials: 15 mm thick PBD light walnut & 18 mm thick HG white						
Color: Light Walnut & HG White						
Please see attached design.						
Bookcase 4 doors						
Measurements: W76.5xD29.5xH170.5 cm						
Materials: 15 mm thick PBD light walnut & 18 mm thick HG white						
Color: Light Walnut & HG White						
Please see attached design.						
Sub-total			P _____	P _____		
TOTAL AMOUNT IN FIGURES:				P _____		
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: _____

Address: _____

Email Address: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____