



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

**REQUEST FOR QUOTATION FORM**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Preventive Maintenance, Repair Services, and Parts Replacement of Office Vehicle Mitsubishi Adventure of PSO Surigao del Norte with Plate Number SHU 815**

Name of Project	Preventive Maintenance, Repair Services, and Parts Replacement of Office Vehicle Mitsubishi Adventure
Solicitation	2024-09-003
PR Number	SDN PR No. 2024-08-047
Location	PSA Surigao del Norte
Brief Description	Refer to specification/table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Php60,000.00
Date of Delivery	within 10 days upon receipt of PO

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **09:00 AM on September 9, 2024** at the PSA 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, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above)**.
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>In Lot: Preventive Maintenance, Repair Services and Parts Replacement of Office Service Vehicle Mitsubishi Adventure of PSO Surigao del Norte with Plate Number SHU 815</b>						
Synthetic Oil	Piece	7	₱ _____	₱ _____		
Oil Filter	Piece	1	₱ _____	₱ _____		
Fuel Filter	Piece	1	₱ _____	₱ _____		
Labor for change oil	Piece	1	₱ _____	₱ _____		
Upper Linkage Assy	Piece	1	₱ _____	₱ _____		
Reservoir Tank with Hose	Piece	1	₱ _____	₱ _____		
Brake Rotor LH/RH (per side)	Piece	2	₱ _____	₱ _____		
Brake Pad LH/RH (set)	Piece	1	₱ _____	₱ _____		
Wheel Alignment	Piece	1	₱ _____	₱ _____		
Fan Belt	Piece	1	₱ _____	₱ _____		
Tire, 185R14	Piece	4	₱ _____	₱ _____		
<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 or authorized representative/signature:

Position:

Name or Company:

Address:

Fax No.: \_\_\_\_\_ IEL NO.:

Date:

Email Address: \_\_\_\_\_

Cellphone No.: \_\_\_\_\_