



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSO XIII (CARAGA)



REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the Procurement of Tall Metal Cabinet, Door Metal Locker and Mobile Pedestal for the implementation of Quality Management System (QMS)

Name of Project	Procurement of Tall Metal Cabinet, Door Metal Locker and Mobile Pedestal for the implementation of Quality Management System (QMS)
Solicitation	RSSO RFQ No. 2024-11-154
Reference Number	RSSO PR No. 2024-11-199
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Php155,400.00
Date of Delivery	15 Days Upon Receipt of PO

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **9:00 A.M on November 20, 2024** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

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.
- All submissions on the 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, 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)**.
- 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 award 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)	Compliance with Technical Specifications (Please check)	
					YES	NO
Procurement of Tall Metal Cabinet, Door Metal Locker and Mobile Pedestal for the implementation of Quality Management System (QMS)						
Object						
Tall Metal Cabinet Product Specification: Measurements: Width: 90 cm; Depth: 40 cm; Height: 185 cm Materials: 0.7 mm cold rolling steel sheet, coated with epoxy powder Color: Grey Weight Capacity: 45 kgs/shelf	pc	4	₱ _____			
Door Metal Locker Product Specification: Measurements: Width: 90 cm; Depth: 45 cm; Height: 185 cm Materials: 0.7 mm cold rolling steel sheet, coated with epoxy powder. Color: Gray + Dark Gray Weight Capacity: 45 kgs/drawer	pc	4	₱ _____			
Mobile Pedestal Product Specification: Measurements: Width: 39 cm; Depth: 52 cm; Height: 60 cm Materials: Made of 0.6 mm thick cold-rolled steel sheet in powder coated finish 1.5 inches metal drawer slide, 38 mm dia. nylon wheel castor Color: Grey Product Feature: Central locking system; Mobile Weight Capacity: 20 kgs/drawer	pc	6	₱ _____			
TOTAL AMOUNT IN FIGURES:				₱ _____		
TOTAL AMOUNT IN WORDS:						

Other comments:

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: _____

Number of copies: _____

Address: _____

Email Address: _____

Fax No. _____ Tel. No. _____

Cellphone No. _____

Date: _____