



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 Office Supplies, Materials and Equipment.

Name of Project	Quality Management System
Solicitation	ADS RFQ No. 2024-12-004
Reference No.	ADS PR No. 2024-12-061
Location	PSA - AGUSAN DEL SUR
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)	Lot 1: Php 36,190.00 Lot 2: Php 18,356.00 Lot 3: Php 21,500.00 Lot 4: Php 4,600.00 Lot 5: Php 94,888.00 Lot 6: Php 59,106.00 Lot 7: Php 9,600.00 Lot 8: Php 32,400.00
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 09:00 A.M on December 9, 2024 to 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, 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 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
Lot 1						
Window Curtain Blinds, Dark Grey Zebra Blackout Blinds Size: 2 x 3 meters / 78.74 x 118.11 inch	piece	8	₱ _____	₱ _____		
Window Curtain Blinds, Dark Grey Zebra Blackout Blinds Size: 3 x 3 meters / 118.11 x 118.11 inch	piece	1	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 2						
Water dispenser, hot & cold, bottom load, 27 cm wide and 54 cm high, 5L-18L, Black	piece	2	₱ _____	₱ _____		
Emergency Lights, Rechargeable Twinhead LED Input Voltage: 230V-60Hz Dimension 300 x 271 x 80mm	piece	4	₱ _____	₱ _____		
Plastic Storage Box Transparent with wheels, 73*51*41 cm	piece	3	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 3						
Portable Bluetooth Speaker, 500W, BI-directional Sound, Bass Booster and with LED Lights	piece	1	₱ _____	₱ _____		
Wireless Microphone, 2 in 1 set Microphone Dimensions : 45.5 W x 224.5 x 42.5 mm Frequency: 0.6 lb, Working Range: 30m	set	1	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 4 Projector Screen, Ultra Clear picture Material: Milk thick polyester Size: 100 inches, 2.21Lx1.25mW	piece	1	P _____	P _____		
Sub-total			P _____	P _____		
Lot 5 OFFICE TABLE Specifications: OT-B1204 with mobile drawer Material: Laminated Size: W-140cmxL-70cmxH-75cm Color: Wenge/Brown Please see attached design.	piece	7	P _____	P _____		
CONSOLE TABLE WITH STORAGE Measurements: W15xD20xH100 cm Materials: 15 mm thick PBD light walnut & 18 mm thick HG white Color: Wenge/Brown	piece	1	P _____	P _____		
Sub-total			P _____	P _____		
Lot 6 SWIVEL OFFICE CHAIRS Executive Chair Measurements: 26.5"W x 27"D x 37-41"H Materials: Padded Black Mesh Upholstered Seat Color: Black Please see attached design.	piece	11	P _____	P _____		
Leather Executive Swivel Chair Dimension: 18.5"W x 19"D, Seat height:20" - "H. Ergonomic design: ergonomic high back cushioned backrest , a height adjustment pneumatic seat and a comfortable padded curved armrest Color: Black Leather Please see attached design.	piece	1	P _____	P _____		
Visitor's Chair Overall Dimension: 17.50"W x 22"D x 32"H and Seat Dimension: 15.75"W x 15"D, Seat height:18" - "H. Materials: Padded Seat and Vinyl Upholstery Color: Black Please see attached design.	piece	6	P _____	P _____		
Sub-total			P _____	P _____		
Lot 7 Ceiling Fan with Frosted Light Kit Gold, 107/122/132 cm Maximum Airflow: 3,300CFM Please see attached design.	piece	1	P _____	P _____		
Sub-total			P _____	P _____		
Lot 8 Steel Cabinet with Glass Door 5 Layers, 62cmx46cmx134cm Filling Cabinet, 4 drawers, 62cmx46cmx134cm	piece	1	P _____	P _____		
Sub-total	piece	2	P _____ P _____	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: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____