



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 **Maintenance and Cleaning of Air Conditioner Units and Air Curtain for 1st and 2nd Quarter of 2025.**

Name of Project	General Administrative Support Service
Solicitation	RSSO RFQ No. 2025-02-013
Reference	RSSO PR No. 2025-02-027
Location	PSA - RSSO XIII
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)	Php50,200.00
Date of Delivery	Lot 1: 15 days after receipt of Purchase Order; Lot 2: within June 16-30 2025

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 **February 18, 2025** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

PRESA P. VILLARINA
 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
Maintenance and Cleaning of Air Conditioner Units and Air Curtain for 1st and 2nd Quarter of 2025						
Lot 1: 1st Quarter (ABC: 25,100.00)						
Stand Type (Inner & Outer)	unit	12	₱ _____	₱ _____		
Window Type	unit	9	₱ _____	₱ _____		
Air Curtain	unit	1	₱ _____	₱ _____		
Split Type (Inner & Outer)	unit	6	₱ _____	₱ _____		
<i>Date of Delivery: 15 days after receipt of Purchase Order</i>						
Lot 2: 2nd Quarter (ABC: 25,100.00)						
Stand Type (Inner & Outer)	unit	12	₱ _____	₱ _____		
Window Type	unit	9	₱ _____	₱ _____		
Air Curtain	unit	1	₱ _____	₱ _____		
Split Type (Inner & Outer)	unit	6	₱ _____	₱ _____		
<i>Date of Delivery: within June 16-30 2025</i>						
TOTAL AMOUNT IN FIGURES:				₱		
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: _____