



Republic of the Philippines

**Philippine Statistics Authority**

PSA-Davao del Sur Provincial Statistical Office

## REQUEST FOR QUOTATION

RFQ No.: 2020PSADVSUR-11-\_\_\_\_\_

Name of Company : \_\_\_\_\_

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

Telephone / Fax No. \_\_\_\_\_

Business Permit Number : \_\_\_\_\_

TIN Number : \_\_\_\_\_

PhilGEPS Registration No. : \_\_\_\_\_

The PHILIPPINE STATISTICS AUTHORITY – DAVAO DEL SUR PROVINCIAL OFFICE, through the REGIONAL BIDS AND AWARDS COMMITTEE (ROBAC) for Procurement of PSA-XI is currently in the process of procuring goods/services for official purpose/s indicated in the succeeding page.

The office invites you in this procurement, and requests that you quote your best offer for goods/services described therein, subject to the Terms and Conditions provided at the dorsal portion of this form.


Have your sealed quotation sent to the office through the address below on or before \_\_\_\_\_ at 10:00 AM. Opening of bids shall be done at a later date and time.

THE CHAIRPERSON  
REGIONAL OFFICE BIDS AND AWARDS COMMITTEE (ROBAC)

Thru: THE TECHNICAL WORKING GROUP  
Philippine Statistics Authority – Davao del Sur Provincial Office  
3/F JM Agro Building, Sales Street, Davao City  
E-Mail Address: psadvsur@yahoo.com

You shall be informed soon once the RBAC finds that you pass and have the lowest price quotation/s among participating suppliers/bidders/service providers.

Thank you very much for your cooperation.

  
CELESTE MAE L. BARRETE  
Chairperson



After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| No.                                | GOODS FOR PRICE QUOTATION  |      |     | Approved Budget Cost (ABC) | Offered Price |     |                     | Compliance to technical specifications |    |
|------------------------------------|--|------|-----|----------------------------|---------------|-----|---------------------|--|----|
|                                    | Specification/s  | Unit | Qty |                            | Unit Price    | Tax | Total Price (F + G) | (Please Check)                         |    |
|                                    |  |      |     |                            |               |     |                     | Yes                                    | No |
| A                                  | B  | C    | D   | E                          | F             | G   | H                   | I                                      | J  |
| 1                                  | <b>PHILSYS REGISTRATION TRAINING (Provincial Level) FOR PSA DAVAO DEL SUR on Nov. 22-24, 2020 within DIGOS CITY (For Davao City Participants)</b>  | Pax  | 161 | 869,400.00                 |               |     |                     |  |    |
| <b>FOOD REQUIREMENTS:</b>          |  |      |     |                            |               |     |                     |  |    |
|                                    | November 22-24, 2020<br>Buffet Breakfast<br>AM Snacks<br>Buffet Lunch<br>PM Snacks<br>Buffet Dinner  |      |     |                            |               |     |                     |  |    |
| <b>ACCOMMODATION REQUIREMENTS:</b> |  |      |     |                            |               |     |                     |  |    |
|                                    | Check In: Nov. 22 at 12 nn<br>Check Out: Nov. 24 at 12 nn  |      |     |                            |               |     |                     |  |    |
| <b>FUNCTION ROOM REQUIREMENTS:</b> |  |      |     |                            |               |     |                     |  |    |
|                                    | Nov. 22-24: 8am-8pm  |      |     |                            |               |     |                     |  |    |
|                                    | <b>OTHER REQUIREMENTS:</b><br><ul style="list-style-type: none"> <li>▪ At least 2 microphones</li> <li>▪ Rostrums</li> <li>▪ Secretariat's Table</li> <li>▪ Projector Screen</li> <li>▪ Sound Systems</li> <li>▪ Secretariat's Table</li> <li>▪ Energy for Laptop/Projector/Printer</li> <li>▪ Flowing Coffee</li> <li>▪ Backdrop</li> <li>▪ Corkages, if any</li> </ul> |      |     |                            |               |     |                     |  |    |

**TERMS AND CONDITIONS:**

- Only price quotation/s of suppliers/service providers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be evaluated and be declared as responsive quotation;
- All entries must be type written/printed legibly in this form. Failure to use this Request for Quotation form will result to disqualification of the proposed quotation;
- Late submission of quotation shall not be accepted;
- Price quotation exceeding the ABC shall be disqualified;
- Total price quotation/s to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable;
- Only the supplier/service provider found with lowest price quotation shall be informed immediately, and may be asked to submit additional requirements within three days after the date of opening of the price quotations;
- Notice of Award/Purchase Order shall be granted to supplier /service provider with lowest price quotation that complies with the specifications and other terms and conditions stated herein;
- PSA agrees to pay 100% of the contract price/quoted price upon receipt of the Statement of Accounts from the supplier/service provider;
- Terms of Payment shall be made through check, payable to the supplier/service provider;
- For suppliers outside Region XI, all goods procured, delivered and received, and found defective and not compliant with the description provided in this form later shall be replaced within six (6) months after delivery and receipt. Likewise, for suppliers within Region XI, all goods procured, delivered and received, and found defective and not compliant with the description provided in this form later shall be replaced within four (4) months after delivery and receipt;
- The PSA reserves the right to reject and declares this procurement a failure, and makes no assurance that purchase order shall be granted into and be freed from litigation, subject to the conditions, to wit: (1) Insufficient funds; (2) Availability of good with the same description at Procurement Service of the Department of Budget and Management; (3) Unavailability of immediate needed after sale service/s due to distance of service provider/s; (4) Change/cancellation of date of office activity; i.e., forum, meeting, workshop.

**NOTE: VAT REGISTERED SUBJECT TO WITHHOLDING TAX426600**  
 Supplies - amount/1.12 x 1 & 5 (including VAT)  
 Services - amount/1.12 x 2 & 5 (including VAT)

PEPE S. BUHIA

\_\_\_\_\_  
 Name and Signature of  
 Owner / Representative

\_\_\_\_\_  
 Name and Signature of Canvasser



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| Name of Supplier: _____    |              |              |               |               |
|----------------------------|--------------|--------------|---------------|---------------|
|                            |              |              |               |               |
| <b>Land Bank Account</b>   |              |              |               |               |
| Branch                     | Account Name | Account No.  | Check/Savings |               |
|                            |              |              |               |               |
|                            |              |              |               |               |
|                            |              |              |               |               |
| <b>Other Bank Accounts</b> |              |              |               |               |
| Bank                       | Branch       | Account Name | Account No.   | Check/Savings |
|                            |              |              |               |               |
|                            |              |              |               |               |
|                            |              |              |               |               |

For Non-Land Bank Account Holder, please accomplish form below:

|   |
|---|
| <p>This is to acknowledge that we do not have an existing Land Bank Account. This is to authorize Philippine Statistics Authority RSSO XI to credit any payment due to us through LDDAP-ADA to our bank account and to authorize Land Bank of the Philippines CM Recto Branch to deduct corresponding bank/finance charges relative to our E-MDS transaction.</p> |
| <p>Confirmed by: _____</p> <p style="text-align: center;"><i>(Printed Name and Signature)</i></p>   |
| <p>Position: _____</p>  |
| <p>Date: _____</p>  |

Accomplished by:

\_\_\_\_\_  
Date: \_\_\_\_\_