




REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **SHOPPING** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Procurement of Office Supplies Replishment of PSA RSSO V.
Solicitation	2023-03-024-CRASD
Location	PSA RSSOV
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 174,498.48
Contract Duration	10 days upon receipt of the purchase order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00PM, March 8, 2023** at the 2/F PSA Building, Regional Government Center, Rawls, Legazpi City.


CECILLE A. BRIONES
BAC 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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
6. 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.
7. Terms of Payment shall be made through check payable to the supplie
8. 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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Procurement of Office Supplies Replishment of PSA RSSO V.						
Lot 1: Toners and Inks (ABC: Php 155,190.20)						
Genuine HP 85A Toner	cart	9	P _____	P _____	()	()
Toner 35A	pc	9	P _____	P _____	()	()
Toner 79A	pc	9	P _____	P _____	()	()
Ink Cartridge for L4260 Printer, Black	bottle	7	P _____	P _____	()	()
Ink Cartridge for L4260 Printer, Yellow	bottle	7	P _____	P _____	()	()
Ink Cartridge for L4260 Printer, Magenta	bottle	7	P _____	P _____	()	()
Ink Cartridge for L4260 Printer, Cyan	bottle	7	P _____	P _____	()	()
Lot 2: Office Supplies (ABC: Php 19,308.28)						
Bond Paper, short	reams	36	P _____	P _____	()	()
Sign Pen 0.7, black	pc	24	P _____	P _____	()	()
Sign Pen 0.5, black	pc	24	P _____	P _____	()	()
Note Pad 3 x 4	pad	24	P _____	P _____	()	()
Toilet Tissue paper	packs	9	P _____	P _____	()	()
Scissors, symmetrical/assymetrical	pair	6	P _____	P _____	()	()
Garbage Bag black XL	pack	9	P _____	P _____	()	()
Rags	bundle	3	P _____	P _____	()	()
Plastic Twine	roll	4	P _____	P _____	()	()
Soft Broom	pc	6	P _____	P _____	()	()
Dishwashing Liquid	pc	12	P _____	P _____	()	()
Marker, permanent, black	btl	12	P _____	P _____	()	()
Clip, backfold, 50mm	pcs.	12	P _____	P _____	()	()
Nothing Follows			Total	P _____		
				Total amount in words:		
For official use of PSA RSSO V						

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 and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____ Email address: _____

Tel/Fax No.: _____ Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit ? ___ Yes ___ No

Philgeps Registration? ___ Yes ___ No

Printed Name and Signature of Convasser: ELSIE M. DELARAMA