



## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Modes of Procurement in procuring the Office Toners for PSA-Sorsogon with the following details:

<b>Name of Project</b>	Procurement of Office Toners for PSA Sorsogon
<b>Solicitation</b>	2023-08-056-SR
<b>Location</b>	PSA Sorsogon Provincial Statistical Office
<b>Brief Description</b>	(See Bid Form, <i>Page 2</i> )
<b>Quantity</b>	(See Bid Form, <i>Page 2</i> )
<b>Approved Budget for the Contract (ABC)</b>	Php 228,000.00
<b>Contract Duration</b>	10 days after receipt of Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00 pm on August 16, 2023** at **PSA Sorsogon, 2nd/3rd Flr. Clemente Bldg., Garcia St., Sulucan, Sorsogon City.**

  
**CECILLE A. BRIONES**  
RBAC Chairman

### Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
  2. PhilGEPS Registration Number
7. 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.
8. Terms of Payment shall be made through check payable to the supplier.
9. 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
<b>Procurement of Office Toners:</b>						
Toner Cartridge W204DA-416A Black	units	7	P _____	P _____	( )	( )
Toner Cartridge W204DA-416A Magenta	units	5	P _____	P _____	( )	( )
Toner Cartridge W204DA-416A Yellow	units	5	P _____	P _____	( )	( )
Toner Cartridge W204DA-416A Cyan	units	5	P _____	P _____	( )	( )
M404dw printer toner cartridge	units	7	P _____	P _____	( )	( )
Toner, Cartridge 325	units	5	P _____	P _____	( )	( )
			<b>Total:</b>	P _____		
			<b>Total</b>	P _____		
<b>For official use of PSA Sorsogon</b> XXXXX				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 and Signature of authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

LBP Account Number of Establishment: \_\_\_\_\_

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

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

Philgeps Registration?  Yes  No

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Printed Name and Signature of Convasser: \_\_\_\_\_