




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 Modes of Procurement for official use of PSA Camarines Norte with the following details:

Name of Project	Procurement of Office Supplies for September to December
Solicitation	2023-08-058-CN
Location	PSA Camarines Norte
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php70,250.00
Contract Duration	15 days upon the receipt of P.O.

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00PM, September 11, 2023** at the **PSA Camarines Norte, 2nd Flr. LRJ Bldg. III, J. Lukban St. cor Carlos II St., Daet, Camarines Norte.**

  
**CECILLE A. BRIONES**  
RBAC 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 supplier
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	
					YES	NO
<b>Procurement of Office Supplies for September to December</b>						
Book Paper, A4 size, 80 gsm	ream	200	P _____	P _____	( )	( )
Correction tape 10 meters	piece	40	P _____	P _____	( )	( )
Daily Time Record, CS form 38	pad	20	P _____	P _____	( )	( )
Pencil, No. 2, 12 pieces/box	box	50	P _____	P _____	( )	( )
Eraser, rubber, dust free, medium	piece	140	P _____	P _____	( )	( )
Pencil sharpener, metal, single	piece	140	P _____	P _____	( )	( )
**Nothing Follows**			<b>Total</b>	P _____		
				Total amount in words:		
For official use of PSA Camarines Norte						

**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 No./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: \_\_\_\_\_