



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Modes of LOT 4. Procurement of replenishment of office supplies to be used for Integrated Processing of Maps Provincial Level Training for official use of PSA Catanduanes PSO

Name of Project	LOT 4. Procurement of replenishment of office supplies to be used for Integrated Processing of Maps Provincial Level Training for official use of PSA Catanduanes PSO.
Solicitation	2023-09-081-CT
Location	PSA Catanduanes PSO
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 7,140.00
Contract Duration	September 2023

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than 10:00 AM on September 18, 2023 at PSA Catanduanes PSO, BL Jastrid Bldg., Cavinitan, Virac, Catanduanes.


CECILLE A. BRIONES
RBAC Chairman 9/12/23

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
LOT 4. Procurement of replenishment of office supplies to be used for Integrated Processing of Maps Provincial Level Training for official use of PSA Catanduanes PSO with the following details:						
Bond paper, A4, 80 gsm	ream	2	P _____	P _____	()	()
Bond paper, Legal, 80 gsm	ream	2	P _____	P _____	()	()
Ballpen, Black	pc	23	P _____	P _____	()	()
Notebook, 80 leaves	pc	23	P _____	P _____	()	()
ID Jacket, 3in x 5in	pc	23	P _____	P _____	()	()
ID lace	pc	23	P _____	P _____	()	()
DTR, 100 pcs/bundle	box	1	P _____	P _____	()	()
Printer Ink, EPSON 003, Black	pc	2	P _____	P _____	()	()
Printer Ink, EPSON 003, Cyan	pc	2	P _____	P _____	()	()
Printer Ink, EPSON 003, Magenta	pc	2	P _____	P _____	()	()
Printer Ink, EPSON 003, Yellow	pc	2	P _____	P _____	()	()
<i>For official use of PSA-Catanduanes PSO XXXXX</i>			Total		P _____	
				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: _____

A d d r e s s : _____ E m a i l 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

Printed Name and Signature of Convasser: _____