



### 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 various office supplies, janitorial supplies, and inks and toners of PSA RSSO V for the 4th Quarter of 2023 (LOT 2)
Solicitation	2023-10-105-CRASD
Location	PSA RSSO V
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 151,650.00
Contract Duration	15 days upon receipt of Purchase Order

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than **12:00PM, November 13, 2023** at the 2/F PSABuilding, Regional Government Center, Rawis, Legazpi City.

**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 (please check)	
					YES	NO
<b>Procurement of various office supplies, janitorial supplies, and inks and toners of PSA RSSO V for the 4th Quarter of 2023 (LOT 2)</b>						
<b>LOT 2-TONERS, INKS AND CARTRIDGES</b>						
Toner Cartridge, HP CB435A, Black	cart	6	P _____	P _____	( )	( )
Toner Cartridge, HP CE285A (HP 85A), Black	cart	8	P _____	P _____		
Ink Cartridge, 79A for HP Laserjet Pro M12a printer	cart	6	P _____	P _____		
Ink Cartridge, 76A for HP Laserjet Prom404 printer	cart	3	P _____	P _____		
HP 107 A, Monochrome Printer	cart	3	P _____	P _____		
Brother 2480	cart	3	P _____	P _____		
BT D60, black, for Brother Ink Tank Printer, DCP- T420W)	box	5	P _____	P _____		
BT5000, Magenta, for Brother Ink Tank Printer, DCP-T420W)	box	5	P _____	P _____		
BT5000, Yellow, for Brother Ink Tank Printer, DCP- T420W)	box	5	P _____	P _____		
BT5000, Cyan, for Brother Ink Tank Printer, DCP- T420W)	box	5	P _____	P _____		
Epson 664, Black	box	5	P _____	P _____		
Epson 664, Magenta	box	5	P _____	P _____		
Epson 664, Yellow	box	5	P _____	P _____		
Epson 664, Cyan	box	5	P _____	P _____		
Epson 001, Black for L4260 Printer	box	7	P _____	P _____		
Epson 001, Yellow for L4260 Printer	box	7	P _____	P _____		
Epson 001, Magenta for L4260 Printer	box	7	P _____	P _____		
Epson 001, Cyan for L4260 Printer	box	7	P _____	P _____		
***Nothing Follows*** xxxxx			<b>Total</b>	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 Conasser: \_\_\_\_\_