



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 1)
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 110,220.00
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 PSA Building, 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
Procurement of various office supplies, janitorial supplies, and inks and toners of PSA RSSO V for the 4th Quarter of 2023 (LOT 1)						
LOT 1 - OFFICE AND JANITORIAL SUPPLIES						
Sign Pen, '0.7, black, 12 pcs/box	box	10	P _____	P _____	()	()
Sign Pen, '0.5, black, 12 pcs/box	box	10	P _____	P _____		
Battery, dry cell, size AA, Two (2) pieces per blister pack	pack	30	P _____	P _____		
Battery, dry cell, size AAA, Two (2) pieces per blister pack	pack	30	P _____	P _____		
Bond Paper, Multi copy, long, 80gsm	ream	50	P _____	P _____		
Bond Paper, Multi copy, short, 80gsm	ream	50	P _____	P _____		
Bond Paper, Multi copy, A4, 80gsm	ream	50	P _____	P _____		
Staple Wire, heavy duty (binder type), 23/13	box	36	P _____	P _____		
Tape, electrical	roll	6	P _____	P _____		
Tape, packaging, 48 mm	roll	24	P _____	P _____		
Tape, transparent, 24 mm	roll	24	P _____	P _____		
Tape, transparent, 48 mm	roll	24	P _____	P _____		
Tape, double-sided, 24 mm	roll	12	P _____	P _____		
Ruler, plastic, 450 mm	pc	12	P _____	P _____		
Clip, backfold, 19 mm	box	18	P _____	P _____		
Clip, backfold, 25 mm	box	18	P _____	P _____		
Clip, backfold, 32 mm	box	15	P _____	P _____		
Clip, backfold, 50 mm	box	12	P _____	P _____		
Correction tape, 8 meters	pc	36	P _____	P _____		
Data File Box, Blue	pc	12	P _____	P _____		
Data File Box, Red	pc	12	P _____	P _____		
Data File Box, Green	pc	12	P _____	P _____		
Fastener, metal, non-sharp edges, 50 set per box	box	36	P _____	P _____		
Folder, L-type, A4, 50 pieces per pack, clear	pack	2	P _____	P _____		
Folder, L-type, Legal, 50 pieces per pack, clear	pack	2	P _____	P _____		
Folder, Long, 100 pcs/box, color white	box	10	P _____	P _____		
Folder, Long, 100 pcs/box, color brown	box	10	P _____	P _____		
Folder, Expanding, Green, 100 pcs	box	5	P _____	P _____		
Folder, Expanding, Blue, 100 pcs	box	5	P _____	P _____		
Marker, Permanent, Black	piece	18	P _____	P _____		
Marker, Whiteboard, Black	piece	9	P _____	P _____		
Paper Clip, Vinyl/pastic-coated, 33 mm	box	25	P _____	P _____		

Paper Clip, Vinyl/pastic-coated, jumbo, 50 mm	box	25	P _____	P _____
Pencil, lead/graphite, with eraser, one (1) dozen per box	box	9	P _____	P _____
Puncher, paper, heavy duty	piece	7	P _____	P _____
Rubber Band, No. 18, 350g	box	3	P _____	P _____
Scissors, symmetrical or asymmetrical	pair	6	P _____	P _____
Stapler, standard type	piece	6	P _____	P _____
Staple Remover, plier type	piece	6	P _____	P _____
Tape Dispenser, table top	piece	3	P _____	P _____
Note Pad, Stick on, 2" x 3", 100 sheets per pad	pad	12	P _____	P _____
Note Pad, Stick on, 3" x 4", 100 sheets per pad	pad	12	P _____	P _____
Note Pad, Stick on, 3" x 3", 100 sheets per pad	pad	12	P _____	P _____
Notebook, Stenographer	piece	30	P _____	P _____
Toilet Tissue Paper, 12 pcs/pack	pack	18	P _____	P _____
Facial Tissue	box	50	P _____	P _____
Alcohol, Ethyl, 500 ml	bottle	10	P _____	P _____
Twine, plastic	roll	9	P _____	P _____
Air Freshener, Aerosol type, 150g	can	12	P _____	P _____
Cleaner, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	9	P _____	P _____
Detergent Bar, 140g as packed	piece	6	P _____	P _____
Detergent powder, all purpose, 1kg	pouch	5	P _____	P _____
Disinfectant Spray, Aerosol type, 400g	can	6	P _____	P _____
Liquid, Hand Soap, 500ml	bottle	6	P _____	P _____
Rags, all cotton, 1 kilo per bundle	bundle	5	P _____	P _____
Scouring Pad, 5 pieces per pack	pack	5	P _____	P _____
Trashbag, black, 37" x 40", XL, 10 pieces per roll or pack	pack	18	P _____	P _____
xxxxx				
For official use of PSA RSSO V			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: _____

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 Canvasser: _____