



### 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:

<b>Name of Project</b>	Procurement of Various Office and Janitorial Supplies of PSA RSSO V for the 2nd Quarter of 2024 (LOTS 1 - 2)
<b>Solicitation</b>	2024-05-098-CRASD
<b>Location</b>	PSA RSSO V
<b>Brief Description</b>	(See Bid Form, Page 2)
<b>Quantity</b>	(See Bid Form, Page 2)
<b>Approved Budget for the Contract (ABC)</b>	Php 84,590.00
<b>Contract Duration</b>	10 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, May 17, 2024 at the 2/F PSA Building, Regional Government Center, Rawis, Legazpi City.

  
**CECILLE A. BRIONES**  
RBAC Chairperson 5/9/24

#### 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 of Various Office and Janitorial Supplies of PSA RSSO V for the 2nd Quarter of 2024 (LOTS 1 - 2)</b>						
<b>LOT 1 - OFFICE SUPPLIES</b>						
<b>ABC: Php 64,880.00</b>						
Battery, AA, 4 pcs/pack	pack	36	P _____	P _____	( )	( )
Transparent Tape, 1"	roll	36	P _____	P _____	( )	( )
Double-sided Foam Tape, 18MMx1M	roll	12	P _____	P _____	( )	( )
Packaging Tape, 2"	roll	12	P _____	P _____	( )	( )
Bond paper, multi copy, long, 80gsm	ream	30	P _____	P _____	( )	( )
Bond paper, multi copy, short, 80gsm	ream	30	P _____	P _____	( )	( )
Bond paper, multi copy, A4, 80gsm	ream	30	P _____	P _____	( )	( )
Certificate Holder, A4	piece	30	P _____	P _____	( )	( )
Sticky Note 1"x3", 4 pads/pack	pad	20	P _____	P _____	( )	( )
Sticky Note 2"x3"	pad	20	P _____	P _____	( )	( )
Stick-On Notes, Fluorescent Pad, Size: 0.5 X 1.7", 10 x 25 sheets	pack	50	P _____	P _____	( )	( )
Specialty Paper, A4, 200 GSM, Pale Cream	pack	50	P _____	P _____	( )	( )
Specialty Paper, Long, 200 GSM, Pale Cream	pack	60	P _____	P _____	( )	( )
Sign Pen, '0.7, black, 12 pcs/box	box	3	P _____	P _____	( )	( )
Sign Pen, '0.5, black, 12 pcs/box	box	3	P _____	P _____	( )	( )
Sticker Paper, A4, Matte, white	pack	30	P _____	P _____	( )	( )
Philippine Flag, Standard size	piece	3	P _____	P _____	( )	( )
Folder, Long, 100 pcs/box, White	box	5	P _____	P _____	( )	( )
Folder, Long, 100 pcs/box, Brown	box	5	P _____	P _____	( )	( )
Laminating Film Roll 12" x 100m 250 microns	roll	1	P _____	P _____	( )	( )
Fastener, Metal, non-sharp edges, 50 sets per box	box	30	P _____	P _____	( )	( )
Scissors	pair	12	P _____	P _____	( )	( )
Cutter, Big, Ordinary	piece	12	P _____	P _____	( )	( )
Staple Wire Remover	piece	12	P _____	P _____	( )	( )
Rubber Band No. 18, 350g	box	3	P _____	P _____	( )	( )

LOT 2 - JANITORIAL SUPPLIES						
<b>ABC : Php 19,710.00</b>						
Trashbag, Large, Clear	Pack	15	P _____	P _____	( )	( )
Dishwashing Liquid, 250ml	bot	12	P _____	P _____	( )	( )
Insect Killer, Odorless, 300ml	bot	6	P _____	P _____	( )	( )
Detergent Bar	piece	6	P _____	P _____	( )	( )
Detergent Powder, All Purpose, 1kg	pouch	12	P _____	P _____	( )	( )
Fabric Conditioner, 1000ml	pouch	6	P _____	P _____	( )	( )
Scouring Pad with Foam	piece	12	P _____	P _____	( )	( )
Toilet Deodorizer	piece	12	P _____	P _____	( )	( )
Muriatic Acid	Gal	3	P _____	P _____	( )	( )
Toilet Tissue Paper, 12 rolls/pack	pack	18	P _____	P _____	( )	( )
Facial Tissue, Unscented, 3 Ply, 140 Pills	box	50	P _____	P _____	( )	( )
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 Canvasser: \_\_\_\_\_



Laminating Film Roll 12" x 100m 250 microns (1 roll)



Staple Remover



Stick-On Notes, Fluorescent Pad, Size: 0.5 X 1.7", 10 x 25 sheets

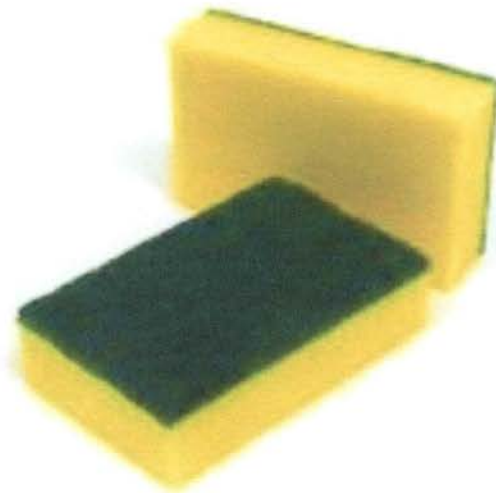


Facial Tissue

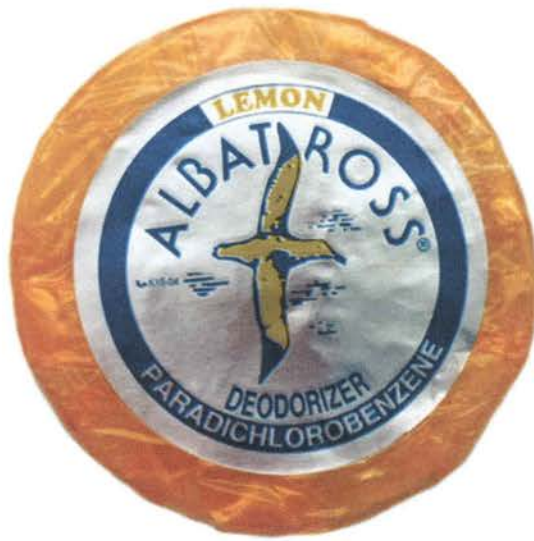




Cutter



Scouring pad with foam



Toilet Deodorizer, lemon



Double Sided Foam Tape 18MMX1M