



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 Sorsogon with the following details:

Name of Project	Procurement of Regular Office Supplies, Inks:
Solicitation	2024-08-046-SR
Location	PSA Sorsogon
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 56,240.60
Contract Duration	10 days upon receipt of PO

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than **12:00 pm on 16 August 2024** at the PSA Sorsogon, 2/F Clemente Building, Garcia St., Suluçan, Sorsogon 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 Regular Office Supplies, Inks:						
Lot 1 (Php 27,459.35)						
Bond Paper, A4, multipurpose, 70gsm	50	reams	P _____	P _____	()	()
Bond Paper, Long, multipurpose, 70gsm	20	reams	P _____	P _____	()	()
Correction Tape	20	pc	P _____	P _____	()	()
Envelope, Documentary, for legal size document	1	box	P _____	P _____	()	()
Folder, white, legal	500	pc	P _____	P _____	()	()
Laminating Film 125 mic 9 inches 50 meter roll	1	pack	P _____	P _____	()	()
Laminating Pouch Film 125 mic 286mm x 222 mm	1	roll	P _____	P _____	()	()
Pencil sharpener small, single/metal/plastic/double hole	50	pc	P _____	P _____	()	()
Rubber band 70mm min lav flat length No. 18	5	box	P _____	P _____	()	()
Sign pen, black	60	pc	P _____	P _____	()	()
Tape masking, 48mm width	10	pc	P _____	P _____	()	()
Tape, Double sided	10	box	P _____	P _____	()	()
Lot 2 (Php 13,132.00)						
Facial Tissue, paper 2 ply sheets 150 pulls	50	box	P _____	P _____	()	()
Trashbag, small size	30	roll	P _____	P _____	()	()
Toilet bowl cleaner, 500ml	10	bot	P _____	P _____	()	()
Wet wipes, 100pcs unscented 200 mm x 100 mm	50	pc	P _____	P _____	()	()
Lot 3 (Php 15, 649.25)						
Cartridge Tiner, Canon, 325 Black	1	pc	P _____	P _____	()	()
Canon 810, black	3	pc	P _____	P _____	()	()
Canon 811, colored	2	pc	P _____	P _____	()	()
Ink Cartridge, Hp, Original 58x High-Yield Black Laser Jet Toner	1	pc	P _____	P _____	()	()
Nothing Follows			Total	P _____		
				Total amount in words:		
For official use of PSA Sorsogon						

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: _____