



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Mode of Procurement of Office Supplies for 2024 POPCEN-CBMS operation for PSA Masbate PSO.

Name of Project	Procurement of Office Supplies for 2024 POPCEN-CBMS operation for PSA Masbate PSO.
Solicitation	2024-08-044-MT
Location	PSA Masbate PSO, City of Masbate, Masbate
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 101,200.00
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 10:00 AM on August 13, 2024 at PSA Masbate PSO, Ten-7 Bldg., Mabini St., City of Masbate, Masbate.


CECILLE A. BRIONES
RBAC Chairman

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
Procurement of Office Supplies for 2024 POPCEN-CBMS operation for PSA Masbate PSO with the following details;						
Paper, multicopy A4, 80gsm, 500 sheets/ream	ream	60	P _____	P _____	()	()
Paper, multicopy Legal, 80gsm, size; 500 sheets/ream	ream	60	P _____	P _____	()	()
Sign pen, black, liquid/gel ink, 0.5mm needle tip	pc	200	P _____	P _____	()	()
Paper clip, vinyl/plastic coated, 50mm	box	30	P _____	P _____	()	()
Binder clip, all metal, clamping: 50mm	box	40	P _____	P _____	()	()
Binder clip, all metal, clamping: 32mm	box	40	P _____	P _____	()	()
Binder clip, all metal, clamping: 25mm	box	20	P _____	P _____	()	()
Fastener, Plastic, Long size (70mm) 50 sets/box	box	35	P _____	P _____	()	()
Lot 2						
Ink for Brother DCP-T820DW Printer, black	bottle		P _____	P _____	()	()
Ink for Brother DCP-T820DW Printer, cyan	bottle	20	P _____	P _____	()	()
Ink for Brother DCP-T820DW Printer, magenta	bottle	20	P _____	P _____	()	()
Ink for Brother DCP-T820DW Printer, yellow	bottle	20	P _____	P _____	()	()
<i>For official use of PSA-Masbate 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: _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No.: _____

Date: _____

Do you have Mayor's/Business Permit ? Yes No

Philgeps Registration? Yes No

LBP Account Number of Establishment: _____

Printed Name and Signature of Canvasser: _____