



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Modes of Procurement in procuring Procurement of Regular Office and Other Supplies, Inks for Official use of PSO Sorsogon with the following details:

Name of Project	Procurement of Regular Office and Other Supplies, Inks for Official use of PSO Sorsogon
Solicitation	2025-01-004-SR
Location	PSO Sorsogon
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 97,315.78
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 January 27, 2025** at **PSA Sorsogon, 2/F Clemente Building, Garcia St., Sulucan, Sorsogon City, Sorsogon.**


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 Regular Office and Other Supplies, Inks for Official use of PSO Sorsogon						
Lot 1 - ABC Php 64,064.18						
Ballpen, Ordinary, Black	piece	100	P_____	P_____	()	()
Ballpen, Ordinary, Blue	piece	100	P_____	P_____	()	()
Ballpen, Ordinary, Red	piece	100	P_____	P_____	()	()
Bond Paper, A4, multipurpose, 70 gsm	reams	50	P_____	P_____	()	()
Bond Paper, legal, multipurpose, 70 gsm	reams	20	P_____	P_____	()	()
Clip, metal backfold 19mm	box	50	P_____	P_____	()	()
Clip, metal backfold 25mm	box	50	P_____	P_____	()	()
Clip, metal backfold 50mm	box	50	P_____	P_____	()	()
Envelope, Documentary, for legal size document	box	2	P_____	P_____	()	()
Expanding, Kraftboard, for legal size doc	box	6	P_____	P_____	()	()
Plastic Paper Fastener, 70 mm between prongs	box	20	P_____	P_____	()	()
Metal Paper Fastener, 70 mm between prongs	box	20	P_____	P_____	()	()
Folder, white, legal	pc	500	P_____	P_____	()	()
Laminating Film 125 mic 9 inches 50 meter roll	pack	2	P_____	P_____	()	()
Laminating Pouch Film 125 mic 286mm x 222 mm	roll	2	P_____	P_____	()	()
Marker, Permanent, black	pc	60	P_____	P_____	()	()
Obsolete stamp 1.5" x 3" inches	pc	2	P_____	P_____	()	()
Paper Clip, vinyl/plastic coat, length: 33 mm min	box	50	P_____	P_____	()	()
Paper Clip, vinyl/plastic coat, length: 48 mm min	box	50	P_____	P_____	()	()
Rubber band 70mm min lay flat length No. 18	box	5	P_____	P_____	()	()
Scissor, symmetrical, blade length: 65mm	pc	15	P_____	P_____	()	()
Sign pen, black	pc	100	P_____	P_____	()	()
Stapler w/ remover	pc	10	P_____	P_____	()	()
Sticky note with "please signe here"	pack	50	P_____	P_____	()	()
Sticky note, note pad 0.75" x 3" inches	pack	20	P_____	P_____	()	()
Sticky note, note pad 3" x 3" inches	pack	20	P_____	P_____	()	()
Tape masking, width:48 mm width	pc	20	P_____	P_____	()	()
Tape, double sided	box	5	P_____	P_____	()	()
Tape, transparent, width:24mm	roll	50	P_____	P_____	()	()
				P_____		
				Total amount in words:		

Lot 2 - ABC Php 4,450.00						
Wet wipes, 100 pcs unscented 200 mm x 100mm	pc	50	P_____	P_____	()	()
				Total amount in words:		

Lot 3 - ABC Php 28,801.60 Cartridge Toner, Canon, 325 Black LaserJet M404dw Printer Toner Cartridge Ink refill, 003, Epson Black <i>Please see attached specifications</i> For official use of PSA PSO Sorsogon XXXXX	pc	2	P _____	P _____	()	()
	pc	2	P _____	P _____	()	()
	pc	20	P _____	P _____	()	()
				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.: _____

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: _____