



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
RSSO XIII (CARAGA)

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Shopping** on **Supplies for PhilSys Step 1 Registration**.

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2021-03-071
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Lot 1: Php 4,250
	Lot 2: Php 2,370.00
	Lot 3: Php 21,750.00
	Lot 4: Php 26,670.00
	Lot 5: Php 1,100.00
	Lot 8: Php 6,000.00
	Lot 9: Php 2,334.00
	Lot 10: Php 18,000.00
Date of Delivery	March 25, 2021

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 A.M on **March 16, 2021** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH M. BONACHITA
RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- 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.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
PhilSys Step 1 Registration						
Lot 1:						
PVC Cover, A4, 100s	box	5	₱ _____	₱ _____		
Folder, Fancy, legal, 50s	bundle	5	₱ _____	₱ _____		
Lot 2:						
Clip Backfold, all metal, clamping: 19mm, 12s	box	10	₱ _____	₱ _____		
Clip Backfold, all metal, clamping: 32mm, 12s	box	5	₱ _____	₱ _____		
Correction Tape, film base type, UL 6m min.	piece	15	₱ _____	₱ _____		
Fastener, metal, 70mm between prongs	box	5	₱ _____	₱ _____		
Paper Clip, vinyl./palstic cost, 32mm	box	10	₱ _____	₱ _____		
Paper Clip, vinyl./palstic cost, 48mm	box	10	₱ _____	₱ _____		
Staple wire, standard, 26/6	box	10	₱ _____	₱ _____		
Tape, masking, 24mm	roll	10	₱ _____	₱ _____		
Tape, packaging, 48mm	roll	5	₱ _____	₱ _____		
Tape, transparent, 24mm	roll	10	₱ _____	₱ _____		
Lot 3:						
Sign pen, black, liquid/gel ink, 0.5mm, needle tip	piece	870	₱ _____	₱ _____		
Lot 4:						
Paper Multicopy, 80gsm., 210mm x 297mm	ream	83	₱ _____	₱ _____		
Paper Multicopy, 80gsm., 216mm x 330mm	ream	12	₱ _____	₱ _____		
Record Book, 500 pages, 214mm x 278mm	piece	25	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 5: Data File Box, made of chipboard, with closed ends	piece	10	₱ _____	₱ _____		
Lot 8: Ream Paper Cutter, A4 with measuring scale	piece	5	₱ _____	₱ _____		
Lot 9: Puncher, paper, heavy duty, with two hole guide Stapler, standard type, load cap: 200 staples min. Staple remover, plier type Tape Dispenser, table top, for 24mm with tape	piece	5	₱ _____	₱ _____		
	piece	5	₱ _____	₱ _____		
	piece	5	₱ _____	₱ _____		
	piece	5	₱ _____	₱ _____		
Lot 10: Toilet Tissue Paper, 2-ply sheets, 150 pulls (12 rolls)	pack	150	₱ _____	₱ _____		
TOTAL AMOUNT IN FIGURES:				₱ _____		
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 of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____