



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement of regular office supplies for replenishment of stocks for the 3rd quarter, 2024 of PSA Regional Statistical Services Office 6 Regional." Details of the project is as follows:

Name of Project	Procurement of regular office supplies for replenishment of stocks for the 3rd quarter, 2024 of PSA RSSO 6.
Reference	PR No. 2024-0600-08-134
Location	Iloilo City
Brief Description	Regular office supplies for replenishment of stocks for the 3rd quarter, 2024 of PSA RSSO 6.
Quantity	Lot 1
Approved Budget for the Contract (ABC)	Php49,953.00
Contract Duration	30 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:00 A.M. of September 3, 2024 to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. . Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat\Sub-TWG at Tel. No.(033) 335-0316 or (033) 335-0907.


WILLIAM G. JARO
BAC Chairperson

Terms and Conditions:

1. All entries must be typewritten/printed legibly. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
- 2 Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
- 6 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.
7. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
8. The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)	Indicate Brand and Source of Goods (Local or Specifiy country of origin)
Lot 1	Procurement of regular office supplies for replenishment of stocks for the 3rd quarter, 2024 of PSA RSSO 06.							
	Ballpen, Black, 0.5mm	piece	120	7.50	900.00			
	Batthey "AA", 2 pcs per pack (10x longer lasting, trusted and reliable alkaline battery)	pack	20	135.00	2,700.00			
	Alcohol with moisturizer, 500ml	bottle	48	109.00	5,232.00			
	Bond Paper, A4, 70gsm, S20	ream	75	245.00	18,375.00			
	Bond Paper, Long, 70gsm, S20	ream	15	270.00	4,050.00			
	Brown Envelope, Long	piece	500	3.00	1,500.00			
	Binder Clip 1" (25mm)	piece	120	3.50	420.00			
	Binder Clip 2" (50mm)	piece	72	9.50	684.00			
	Correction Tape, 5mm x 12m	piece	12	42.00	504.00			
	Laminating Film, 100 pcs per pack	pack	2	150.00	300.00			
	Notebook Filler, Small	piece	10	15.00	150.00			
	Paper Clip, Small (33mm)	box	6	15.00	90.00			
	Paper Clip, Big (50mm)	box	6	27.00	162.00			
	Permanent Marker Broad, Black	piece	24	45.00	1,080.00			
	Ring Binder, Small (6mm)	piece	24	16.00	384.00			
	Ring Binder, Medium (3/4" x 44")	piece	24	25.00	600.00			
	Puncher, Two Hole, 70 mm, 25 sheets	piece	6	220.00	1,320.00			
	Soft Broom	piece	6	270.00	1,620.00			
	Stapler, Heavy Duty # 35	piece	6	245.00	1,470.00			
	Tissue Paper, 3 ply (2-Virgin pulp +1-Ecolayer)	piece	80	30.00	2,400.00			
	Tape, Transparent, 24mm (Scotch Tape)	piece	24	32.00	768.00			
	Air Freshener, Spray, 320ml	can	6	260.00	1,560.00			
	Dishwashing Liquid, Antibacterial, 250ml	bottle	6	54.00	324.00			
	Insect Killer, 500ml (Fast Knockdown Formula)	can	6	450.00	2,700.00			
	Toilet Brush, Long Plastic Round with Plastic Handle and hard bristle	piece	6	60.00	360.00			
	Male Plug, Regular Type 10A 250V	piece	10	30.00	300.00			
TOTAL =								

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name/Signature/Position

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____