




REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316 / (033) 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Aklan Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement and Delivery of Various Office Supplies for Replenishment of Stocks for 2nd Quarter 2024 of PSA Aklan PSO." Details of the project is as follows:

Name of Project	Various Office Supplies
Reference	PR No. 2024-0604-07-066
Location	Aklan
Brief Description	Procurement and Delivery of Various Office Supplies for Replenishment of Stocks for 2nd Quarter 2024 of PSA Aklan PSO
Quantity	Lot 1
Approved Budget for the Contract (ABC)	Php 49,357.50
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 9:00A.M. of July , 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 Aklan Provincial Statistical Office, Kalibo, Aklan. 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. (036) 268-9217 or (036) 268-3373.


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 Specify country of origin)
Lot 1	Ballpen-Black	piece	50	8.50	425.00			
	Envelope, Documentary Envelope, Long	piece	500	4.00	2,000.00			
	Eraser Rubber (dust free eraser)	piece	50	11.00	550.00			
	Bond Paper, 8½ x 13, subs 20, 70gsm (Long)	ream	50	252.00	12,600.00			
	Bond Paper, A4 Size, subs 20, 70gsm	ream	50	243.00	12,150.00			
	Pencil No. 1 or 2	piece	50	10.75	537.50			
	Folder, White Folder, Long	piece	50	7.00	350.00			
	Signpen-My Gel Ink, Black	piece	60	32.00	1,920.00			
	Carbon Paper, Plastofoil, Long, Blue	box	3	950.00	2,850.00			
	Scotch Tape	roll	12	37.00	444.00			
	Masking Tape	roll	12	49.00	588.00			
	ID Lace	piece	50	12.00	600.00			
	ID Jacket, Size B2	piece	50	15.00	750.00			
	Trash Bag, 13 x 13 x 32 (Large)	pack	3	613.00	1,839.00			
	Trash Bag, 11 x 11 x 24 (Medium)	pack	3	418.00	1,254.00			
	Printer Ink, EPSON 003, Black	bottle	12	350.00	4,200.00			
	Printer Ink, EPSON 003, Cyan	bottle	6	350.00	2,100.00			
	Printer Ink, EPSON 003, Magenta	bottle	6	350.00	2,100.00			
Printer Ink, EPSON 003, Yellow	bottle	6	350.00	2,100.00				
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

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____