

Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY

> Aklan Provincial Statistical Office Kalibo, Aklan

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 2024 Popcen-CBMS of PSA Aklan PSO." Details of the project is as follows:

Name of Project	Office Supplies for 2024 Popcen-CBMS				
Reference	PR No. 2024-0604-09-082				
Location	Aklan				
Brief Description	Procurement and Delivery of Various Office Supplies for 2024 Popcer CBMS of PSA Aklan PSO				
Quantity	as stated in the bid form				
Approved Budget for the Contract (ABC)	Php 111,800.00				
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 9:00A M., of October 08, 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 co enants 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

ltem 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)
	Procurement and delivery of Various Office Supplies for 2024 Popcen-CBMS of PSA Aklan PSO							
Lot 1	Envelope, Expandable Envelope with Cord (Kraft)	piece	100	15.00	1,500.00			
	Eraser Rubber (dust free eraser)	ream	100	8.00	800.00			
	Bond Paper, 8½ x 13, subs 20, 70gsm (Long)	ream	250	245.00	61,250.00			
	Bond Paper, A4 Size, subs 20, 70gsm	ream	100	240.00	24,000.00			
	File Box, H-15.5 x L-11 x W-5.5 (Color: Royal Blue)	piece	50	145.00	7,250.00	_		
	Pencil No. 1 or 2	piece	100	10.75	1,075.00			
	Pencil Sharpener, Small	piece	100	7.00	700.00			
	Fastener, Plastic	box	20	46.25	925.00	·····		
	Binder Clip, 2"	box	10	108.00	1,080.00		1	
	Double sided Tape with Foam, 24mm x 10m	roll	10	210.00	2,100.00			
	Scotch Tape 24mm x 50m	roll	10	37.00	370.00			
	Masking Tape 24mm x 50m	roll	20	49.00	980.00			
	Multi-Insect Killer Spray, 500ml	can	5	420.00	2,100.00			
	Staple Wire #35	box	5	55.00	275.00			
	Tissue, 2 ply	roll	20	16.00	320.00			
	Micro Fiber , Small Towel (30 x 30cm)	pack	25	75.00	1,875.00			
	Printer Ink, EPSON 003, Black	bottle	5	345.00	1,725.00			
	Printer Ink, T7741, Black	bottle	5	695.00	3,475.00			
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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

Date: _____ Tel. No.: _____ Fax No: _____

Email Address: _____

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Address