



**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 Materials and Supplies for 4th Quarter 2024 of PSA Aklan PSO." Details of the project is as follows:

<b>Name of Project</b>	Materials and Supplies
<b>Reference</b>	PR No. 2024-0604-09-085
<b>Location</b>	Aklan
<b>Brief Description</b>	Procurement and Delivery of Materials and Supplies for 4th Quarter 2024 of PSA Aklan PSO
<b>Quantity</b>	as stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	Php 199,199.00
<b>Contract Duration</b>	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 8, 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)
	<b>Procurement and delivery of Materials and Supplies for 4th Quarter 2024 of PSA Aklan PSO</b>							
Lot 1	Ballpen-Black	piece	200	8.50	1,700.00			
	Envelope, Documentary Envelope, Long	piece	500	4.50	2,250.00			
	Eraser Rubber (dust free eraser)	piece	100	8.00	800.00			
	Bond Paper, 8½ x 11, subs 20, 70gsm (Short)	ream	50	235.00	11,750.00			
	Bond Paper, 8½ x 13, subs 20, 70gsm (Long)	ream	120	245.00	29,400.00			
	Bond Paper, A4 Size, subs 20, 70gsm	ream	120	240.00	28,800.00			
	Pencil No. 1 or 2	piece	396	10.75	4,257.00			
	Pencil Sharpener, Small	piece	100	7.00	700.00			
	Folder, White Folder, Long	piece	500	7.00	3,500.00			
	Signpen-My Gel Ink, Black	piece	100	36.00	3,600.00			
	Sticker Paper, Glossy, Size A4	pack	50	53.00	2,650.00			
	Special Board Paper, Size A4, 100gsm	ream	3	1,150.00	3,450.00			
	Binder Clip, 1½ Small (32mm)	box	12	60.00	720.00			
	Binder Clips, 2" Big (50mm)	box	12	108.00	1,296.00			
	Correction Tape 8m	roll	40	32.00	1,280.00			
	Tape, Double-sided Tape with Foam 24mm x 10m	roll	5	210.00	1,050.00			
	Scotch Tape	roll	24	37.00	888.00			
	Masking Tape	roll	30	49.00	1,470.00			
	Staple Wire #35	box	10	55.00	550.00			
	Ring Binder 1" size	piece	12	48.00	576.00			
	Ring Binder ½" size	piece	12	40.00	480.00			
	ID Lace	piece	100	12.00	1,200.00			
	ID Jacket, Size B2	piece	50	15.00	750.00			
	Air Spray Freshener, 320ml	can	24	260.00	6,240.00			
	Bleach	bottle	12	65.00	780.00			
	Bathroom Deodorizer (Albattros)	piece	15	66.00	990.00			
	Detergent Powder, 500g (Powder Soap)	pack	34	62.00	2,108.00			
	Disinfectant Cleaner, 1 Liter (Domex)	bottle	15	212.00	3,180.00			
	Multi Insect Killer Spray, 500ml	can	6	420.00	2,520.00			
	Glass Cleaner, 500ml	bottle	15	140.00	2,100.00			
	Mop Handle with Mop Head	piece	3	490.00	1,470.00			
	Trash Bag, 13 x 13 x 32 (Large)	pack	20	613.00	12,260.00			
Trash Bag, 11 x 11 x 24 (Medium)	pack	20	418.00	8,360.00				
Dishwashing Paste, 400g	piece	30	65.00	1,950.00				
Fabric Conditioner (Downy)	pouch	20	188.00	3,760.00				
Toilet Brush with Handle	piece	3	98.00	294.00				
Muriatic Acid, 500ml	bottle	6	90.00	540.00				
Hand Gloves, Rubber (Large)	pair	2	100.00	200.00				
Bulb, LED Light Bulb, 15 watts	piece	12	215.00	2,580.00				
Printer Ink, EPSON 774, Black	bottle	10	695.00	6,950.00				
Printer Ink, EPSON 003, Black	bottle	24	350.00	8,400.00				
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				
Toner Cart, HP LaserJet 35A	cartridge	2	3,500.00	7,000.00				
Toner Cart, HP LaserJet 78A	cartridge	4	3,550.00	14,200.00				
Cash Book, General Form NO. 103	piece	5	780.00	3,900.00				
	<b>Term of Delivery: 30 Days</b>							
<b>TOTAL =</b>								

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: \_\_\_\_\_