



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 Office Supplies PhilSys Fixed Registration Center (FRC) and Field Personnel Use of PSA Aklan PSO for the 4th Quarter of 2024." Details of the project is as follows:

Name of Project	Office Supplies for PHilSys Fixed Registration Center (FRC)
Reference	PR No. 2024-0604-10-092
Location	Aklan
Brief Description	Procurement of Office Supplies for PhilSys Fixed Registration Center (FRC) and Field Personnel Use of PSA PSO for the 4th Quarter 2024.
Quantity	as stated in the bid form
Approved Budget for the Contract (ABC)	Php 47,926.00
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 24, 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)
	Procurement of Office Supplies for PhilSys Fixed Registration Center (FRC) and Field Personnel Use of PSA PSO for the 4th Quarter 2024.							
Lot 1	Air Spray Freshener, 320ml	bot	3	245.00	735.00			
	Ballpen, Black	pc	60	8.50	510.00			
	Bond Paper, A4 Size 80gsm	ream	10	315.00	3,150.00			
	Bond Paper, A4 Size 70gsm	ream	30	245.00	7,350.00			
	Bond Paper, Long 70gsm	ream	10	255.00	2,550.00			
	Correction Tape, 8meters	pc	8	30.00	240.00			
	Detergent Powder, 500g (Powder Soap)	pack	12	62.00	744.00			
	Dishwashing Paste 400g	pc	12	56.00	672.00			
	EPSON 774	bot	12	705.00	8,460.00			
	EPSON 003, Black	bot	18	350.00	6,300.00			
	EPSON 003, Cyan	bot	6	350.00	2,100.00			
	EPSON 003, Magenta	bot	6	350.00	2,100.00			
	EPSON 003, Yellow	bot	6	350.00	2,100.00			
	Folder, File F9older, Long	pc	100	7.00	700.00			
	Glass Cleaner 500ml	bot	1	165.00	165.00			
	Glue, 130gms	bot	2	56.00	112.00			
	Insect Killer, 500ml	bot	1	490.00	490.00			
	Mop Handle with Mop Head	pc	1	490.00	490.00			
	Mop Head	pc	2	115.00	230.00			
	Brush with Long Handle	pc	1	365.00	365.00			
	Paper Clip Big	box	1	37.00	37.00			
	Paper Clip Small	box	1	19.00	19.00			
	Photo Paper A4	pack	10	97.00	970.00			
	ID Lace	pc	20	12.00	240.00			
	ID Jacket	pc	20	15.00	300.00			
	Record Book 500s	pc	2	135.00	270.00			
	Scoth Tape 19'	roll	20	37.00	740.00			
	Staple Wire #35	box	5	75.00	375.00			
	Sticker paper Long 135 gsm	pack	30	55.00	1,650.00			
	Tape masking 24mm x 50m	roll	30	49.00	1,470.00			
	Handsoap (Safeguard)	bar	12	23.00	276.00			
	Downy 800ml	bot	6	190.00	1,140.00			
	Fastener	box	13	57.00	741.00			
	Pencil	box	1	135.00	135.00			
	Term of Delivery: 30 Days							
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: _____