



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

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) Antique Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 52.1b (Shopping) for the "Procurement of supplies for office and PhilSys personnel use for PSA Antique PSO." Details of the project is as follows:

<b>Name of Project</b>	Procurement of supplies for office and PhilSys personnel use for PSA Antique PSO.
<b>Reference</b>	PR No. 2024-0606-02-014
<b>Location</b>	San Jose, Antique
<b>Brief Description</b>	Procurement of supplies for office and PhilSys personnel use for PSA Antique PSO.
<b>Quantity</b>	
<b>Approved Budget for the Contract (ABC)</b>	55,920.00
<b>Contract Duration</b>	15 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 10:00 A.M. of February 26, 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 Antique Provincial Statistical Office, 2/F Eagle's Building, Bantayan Road, San Jose, Antique. 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)-3350907.

  
**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
7. Please submit Food Menu together with this RFQ.
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. 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>Lot 1</b>	<b>Procurement of supplies for office and PhilSys personnel use for PSA Antique PSO.</b>							
	Air freshener - Spray, 320mL	bottle	2	260.00	520.00			
	Bulb - 11 watts	piece	10	148.00	1,480.00			
	Car Sponge Cleaner	piece	2	180.00	360.00			
	Corkboard - 1/4 size	piece	1	380.00	380.00			
	Envelope - Plastic, Legal Size	piece	50	12.00	600.00			
	Ink Refill - Ink T003 Black	bottle	30	345.00	10,350.00			
	Ink Refill - Ink T003 Cyan	bottle	10	345.00	3,450.00			
	Ink Refill - Ink T003 Magenta	bottle	10	345.00	3,450.00			
	Ink Refill - Ink T003 Yellow	bottle	10	345.00	3,450.00			
	Paper - Bondpaper, 80gsm, A4 Size Document	ream	50	250.00	12,500.00			
	Paper - Bondpaper, 80gsm, Legal Size Document	ream	50	260.00	13,000.00			
	Photopaper - A4, Glossy (12 sheets per pack)	pack	15	70.00	1,050.00			
	Rubber Cloth - Extra Absorbent	pack	5	180.00	900.00			
	Sharpener - Single, Metal	piece	50	9.00	450.00			
	Toner cartridge - CF276A	roll	1	3,980.00	3,980.00			
	Term of Delivery: 15 days							
<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

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Company

Tel. No.: \_\_\_\_\_

\_\_\_\_\_  
Address

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_