



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Antique Provincial Statistical Office  
2/F Eagle's Place, Bantayan Road, San Jose, Antique

**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 and delivery of supplies for replenishment of the items used during Census of Agriculture and Fisheries (CAF) operation of PSA Antique PSO." Details of the project is as follows:

<b>Name of Project</b>	Replenishment of supplies used during Census of Agriculture and Fisheries (CAF) operation of PSA Antique PSO.
<b>Reference</b>	PR No. 2024-0606-06-038
<b>Location</b>	San Jose, Antique
<b>Brief Description</b>	Procurement and delivery of supplies for replenishment of the items used during Census of Agriculture and Fisheries (CAF) operation of PSA Antique PSO.
<b>Quantity</b>	Lot 1
<b>Approved Budget for the Contract (ABC)</b>	Php 22,749.00
<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 \_\_\_\_\_ of \_\_\_\_\_ 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 of bids or during post qualification.
  - a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus Sworn Statement (if applicable)
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)	
Lot 1	<p><b>Procurement and delivery of supplies for replenishment of the items used during Census of Agriculture and Fisheries (CAF) operation of PSA Antique PSO.</b></p> <p>Envelope - Brown, Legal Size</p> <p>Envelope - Plastic, Legal Size</p> <p>Envelope - Plastic, Legal Size, with Handle</p> <p>Eraser - Rubber</p> <p>Ink Refill - Ink GT53, Cyan, Genuine Ink</p> <p>Ink Refill - Ink GT53, Magenta, Genuine Ink</p> <p>Ink Refill - Ink GT53, Yellow, Genuine Ink</p> <p>Ink Refill - Ink T003 Black, Genuine Ink</p> <p>Ink Refill - Ink T003 Cyan, Genuine Ink</p> <p>Ink Refill - Ink T003 Magenta, Genuine Ink</p> <p>Ink Refill - Ink T003 Yellow, Genuine Ink</p> <p>Notebook - Note Filler, 6 x 8.5 inches</p> <p>Ruler - steel, 12 inches</p> <p><b>Conditions:</b>  <i>Brand name should be stated in bidform.</i>  <i>Terms of Delivery: 15 days</i></p>	<p>piece</p> <p>piece</p> <p>piece</p> <p>piece</p> <p>bottle</p> <p>bottle</p> <p>bottle</p> <p>bottle</p> <p>bottle</p> <p>bottle</p> <p>bottle</p> <p>bottle</p> <p>piece</p> <p>piece</p>	<p>50</p> <p>50</p> <p>50</p> <p>50</p> <p>3</p> <p>3</p> <p>3</p> <p>20</p> <p>5</p> <p>5</p> <p>5</p> <p>100</p> <p>5</p>	<p>5.00</p> <p>12.00</p> <p>75.00</p> <p>10.00</p> <p>376.00</p> <p>376.00</p> <p>376.00</p> <p>345.00</p> <p>345.00</p> <p>345.00</p> <p>345.00</p> <p>20.00</p> <p>38.00</p>	<p>250.00</p> <p>600.00</p> <p>3,750.00</p> <p>500.00</p> <p>1,128.00</p> <p>1,128.00</p> <p>1,128.00</p> <p>6,900.00</p> <p>1,725.00</p> <p>1,725.00</p> <p>1,725.00</p> <p>2,000.00</p> <p>190.00</p>				
<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: \_\_\_\_\_