



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Caoiz Provincial Statistical Office  
Magallanes St., Roxas City, Capiz

**REGIONAL BIDS AND AWARDS COMMITTEE**

Tel Nos: (036) 621-0127/ 621-5963

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) Capiz Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 52.1 b (Shopping) for the "Procurement of office supplies and materials for 2024 POPCEN-CBMS Household Data Collection and Geotagging Training and Enumeration of PSA Capiz Provincial Statistical Office." Details of the project is as follows:

|   |  |
|---|--|
| <b>Name of Project</b>                        | 2024 Census of Population and Community-Based Monitoring System (POPCEN-CBMS) Household Data Collection and Geotagging   |
| <b>Reference</b>                              | PR No. 2024-0619-06-055  |
| <b>Location</b>                               | Capiz  |
| <b>Brief Description</b>                      | Procurement of Office Supplies and Materials for 2024 POPCEN-CBMS Household Data Collection and Geotagging Training and Enumeration of PSA Capiz Provincial Statistical Office |
| <b>Quantity</b>                               | As stated in the bid form  |
| <b>Approved Budget for the Contract (ABC)</b> | P173,285.00  |
| <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 1:00 P M of July 5, 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 Capiz Provincial Statistical Office, Magallanes St., Roxas City, Capiz. 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) 621-0127 or 621-5963.

**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
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
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with
- 6 The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the
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**

## BID FORM

| Item No.  | Item Description and Specification/s                                | Unit   | Qty. | ABC (Unit Price) | ABC (Total Price) | Bid (Unit Price) | Total Bid Amount, JAT Inclusive) | Indicate Brand and Source of Goods (Local or Specify country of origin) |
|---|---|--------|------|------------------|-------------------|------------------|----------------------------------|---|
| <b>Procurement of Office Supplies and Materials for 2024 POPCEN-CBMS Household Data Collection and Geotagging Training and Enumeration of PSA Capiz Provincial Statistical Office</b> |   |        |      |                  |                   |                  |                                  |   |
| <b>Lot 1</b>  | Bond Paper, A4 S20 (Premium)  | ream   | 30   | 300.00           | 9,000.00          |                  |                                  |   |
|   | Bond Paper (8.5" x 13") S20 (Premium)                               | ream   | 20   | 295.00           | 5,900.00          |                  |                                  |   |
|   | Epson 664 Black   | bottle | 15   | 350.00           | 5,250.00          |                  |                                  |   |
|   | Epson 664 Cyan  | bottle | 15   | 350.00           | 5,250.00          |                  |                                  |   |
|   | Epson 664 Magenta   | bottle | 15   | 350.00           | 5,250.00          |                  |                                  |   |
|   | Epson 664 Yellow  | bottle | 15   | 350.00           | 5,250.00          |                  |                                  |   |
|   | ID Jacket 5" x 3"   | piece  | 750  | 50.00            | 37,500.00         |                  |                                  |   |
|   | Notebook  | piece  | 762  | 20.00            | 15,240.00         |                  |                                  |   |
|   | Ballpen   | piece  | 762  | 15.00            | 11,430.00         |                  |                                  |   |
|   | Pencil  | piece  | 681  | 10.00            | 6,810.00          |                  |                                  |   |
|   | Permanent Marker  | piece  | 681  | 20.00            | 13,620.00         |                  |                                  |   |
|   | Eraser  | piece  | 681  | 15.00            | 10,215.00         |                  |                                  |   |
|   | Sharpener   | piece  | 681  | 20.00            | 13,620.00         |                  |                                  |   |
| <b>Lot 2</b>  | Ballpoint Pen with stylus with pointer for touchscreens (universal) | piece  | 579  | 50.00            | 28,950.00         |                  |                                  |   |
| <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: \_\_\_\_\_