



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Capiz 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 52.1b (Shopping) for the "Procurement and delivery of Cleaning and Electrical Supplies for regular use of PSA Capiz Provincial Statistical Office." Details of the project is as follows:

Name of Project	Various regular Office Supplies for 4th Quarter 2024
Reference	PR No. 2024-0619-11-099
Location	Capiz
Brief Description	Procurement and Delivery of Various regular Office Supplies for 4th Quarter 2024 of Capiz Provincial Statistical Office
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	P49,935.00
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 _____ 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 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 (VAT Inclusive)	Indicate Brand and Source of Goods (Local or Specify country of origin)
	Procurement and Delivery of Various regular Office Supplies for 4th Quarter 2024 of Capiz Provincial Statistical Office							
	Carolina, White, Ordinary	pc	350	10.00	3,500.00			
	Battery AA, dry cell	pc	50	60.00	3,000.00			
	Pencil	pc	100	12.00	1,200.00			
	Book Paper Long	ream	35	310.00	10,850.00			
	Book Paper Short	ream	35	260.00	9,100.00			
	Brown Envelope Long	pc	200	6.00	1,200.00			
	Brown Envelope Short	pc	150	5.00	750.00			
	Folder Long White	pc	100	15.00	1,500.00			
	Paper Clip Small	box	20	28.00	560.00			
	Packing Tape, Transparent	pc	20	70.00	1,400.00			
	Signpen	pc	50	35.00	1,750.00			
	Double Side Tape, 1 inch	pc	20	50.00	1,000.00			
	Folder Long, Colored	pc	100	25.00	2,500.00			
	Book Paper, A4	ream	25	285.00	7,125.00			
	Ballpen, Black	pc	100	10.00	1,000.00			
	Cord, Assorted (Shoe Lace)	roll	50	70.00	3,500.00			
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

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____