



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
NEGROR OCCIDENTAL
East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod City

REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (034) 435-0574 or (034) 707-4486

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Negros Occidental 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 for the conduct of AgStat Trainings and Enumerations for the period March-December 2024 of PSA Negros Occidental PSO" Details of the project is as follows:

Name of Project	Procurement of Office Supplies for the conduct of AgStat Trainings and Enumerations for the period March-December 2024 of PSA Negros Occidental PSO
Reference	PR No. 2024-0645-02-021
Location	Bacolod City
Brief Description	Procurement of Office Supplies for the conduct of AgStat Trainings and Enumerations for the period March-December 2024 of PSA Negros Occidental PSO
Quantity	as stated in the RFQ
Approved Budget for the Contract (ABC)	PhP 72,306.08
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 **10:00 A.M. of March 12, 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 Negros Occidental, East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod City. 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.(034) 435-0574 or (034) 707-4486.


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 the conduct of AgStat Trainings and Enumerations for the period March-December 2024 of PSA Negros Occidental PSO							
Lot 1	Bond Paper, A4, 80gsm	ream	80	167.02	13,361.60			
	Bond Paper, Long Size, 80gsm	ream	80	195.52	15,641.60			
	Long Brown Envelope	box	2	998.48	1,996.96			
	Rubber Eraser	piece	100	4.47	447.00			
	Pencil, lead/graphite, with eraser, No. 2	piece	200	15.00	3,000.00			
	Plastic Envelope with handle, with zipper, any color	piece	100	85.00	8,500.00			
	Legal Size Folder, color: white/brown	box	1	358.92	358.92			
	Sharpener, plastic, double-hole, heavy duty	piece	100	10.00	1,000.00			
					-			
Lot 3	Epson 003, Black	bottle	25	400.00	10,000.00			
	Epson 003, Cyan	bottle	15	400.00	6,000.00			
	Epson 003, Magenta	bottle	15	400.00	6,000.00			
	Epson 003, Yellow	bottle	15	400.00	6,000.00			
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: _____