



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 2023 Census of Philippine Business and Industry and 2023 Input-Output Survey of Philippine Business and Industry 3rd Level Training of PSA Negros Occidental PSO" Details of the project is as follows:

<b>Name of Project</b>	Procurement of Office Supplies for the conduct of 2023 Census of Philippine Business and Industry and 2023 Input-Output Survey of Philippine Business and Industry 3rd Level Training of PSA Negros Occidental PSO
<b>Reference</b>	PR No. 2024-0645-03-027
<b>Location</b>	Bacolod City
<b>Brief Description</b>	Procurement of Office Supplies for the conduct of 2023 Census of Philippine Business and Industry and 2023 Input-Output Survey of Philippine Business and Industry 3rd Level Training of PSA Negros Occidental PSO
<b>Quantity</b>	as stated in the RFQ
<b>Approved Budget for the Contract (ABC)</b>	PhP 16,360.00
<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 AM of April 11, 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)
Lot 1	Procurement of Office Supplies for the conduct of 2023 Census of Philippine Business and Industry and 2023 Input-Output Survey of Philippine Business and Industry 3rd Level Training of PSA Negros Occidental PSO							
	Ballpen, Black, 0.5mm	piece	40	10.00	400.00			
	Pencil, lead/graphite, No. 2	piece	40	10.00	400.00			
	Eraser, rubber	piece	40	15.00	600.00			
	Bond Paper, A4 Size, 70gsm	ream	20	260.00	5,200.00			
	Plastic Envelope, with handle, with zipper, long size	piece	40	90.00	3,600.00			
	Binder Refill, 20 leaves, 5 pieces per pack	pack	8	70.00	560.00			
	Epson 003 Ink, Black	bottle	10	350.00	3,500.00			
	Epson 003 Ink, Cyan	bottle	2	350.00	700.00			
	Epson 003 Ink, Yellow	bottle	2	350.00	700.00			
	Epson 003 Ink, Magenta	bottle	2	350.00	700.00			
<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

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

\_\_\_\_\_  
Address

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

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

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

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