



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 Quarterly Office Supplies of PSA Negros Occidental PSO" Details of the project is as follows:

Name of Project	Procurement of Quarterly Office Supplies of PSA Negros Occidental PSO
Reference	PR No. 2024-0645-04-032
Location	Bacolod City
Brief Description	Procurement of Quarterly Office Supplies of PSA Negros Occidental PSO
Quantity	as stated in the RFQ
Approved Budget for the Contract (ABC)	PhP 49,160.00
Contract Duration	15 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 PM of May 07, 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 Quarterly Office Supplies of PSA Negros Occidental PSO								
Lot 1	Bond Paper, A4 Size, 70gsm, 500 sheets per ream	ream	70	260.00	18,200.00			
	Bond Paper, Legal Size, 70gsm, 500 sheets per ream	ream	55	270.00	14,850.00			
	Bond Paper, Short Size, 70gsm, 500 sheets per ream	ream	20	260.00	5,200.00			
	Packaging Tape, 2 inches, 100 meters per roll	roll	30	42.00	1,260.00			
	Ballpen, black, .5mm	piece	120	15.00	1,800.00			
	Sign Pen, blue, .5mm	piece	120	45.00	5,400.00			
	Masking Tape, 1 inch, 10 meters per roll	roll	30	35.00	1,050.00			
	White Folder, A4 Size	piece	200	7.00	1,400.00			
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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____