



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Guimaras Provincial Statistical Office
San Miguel, Jordan, Guimaras

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316, (033) 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Guimaras Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement of Various Office Supplies for the 2024 Functional Literacy, Education and Mass Media Survey of PSA Guimaras Provincial Statistical Office." Details of the project is as follows:

Name of Project	2024 Functional Literacy, Education and Mass Media Survey
Reference	PR No. 2024-0679-09-058
Location	Guimaras
Brief Description	Procurement of Various Office Supplies for the 2024 Functional Literacy, Education and Mass Media Survey of PSA Guimaras Provincial Statistical Office
Quantity	Lot
Approved Budget for the Contract (ABC)	Php 9,995.00
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 1:00 P.M. of October 1, 2024 to be opened on the same day at 1:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Guimaras Provincial Statistical Office, 2F Galanto Bldg. Mosqueda Village, San Miguel, Jordan, Guimaras. 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.(033) 335-0316 or (033) 335-0907.


WILLIAM G. JARO
BAC Chairperson

Terms and Conditions:

- 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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- 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.
- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three calendar days after the opening of bids or during post qualification:
a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus sworn Statement (if applicable)
- Please indicate Brand and Source of Goods (Local or Specify country of origin).
- Price should be valid forty (45) calendar days after the deadline of submission of quotation;
- 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 Specifiy country of origin)
Lot	FOLDER, long, white	piece	20	9.00	180.00			
	BONDPAPER, A4, s20, 70 gsm	ream	1	210.00	210.00			
	BONDPAPER, long, s20, 70 gsm	ream	1	235.00	235.00			
	Pencil, #2, 12 pcs/box	box	2	135.00	270.00			
	ERASER, rubber, dust- free	piece	20	20.00	400.00			
	Sharpener, one hole with cover	piece	20	30.00	600.00			
	BALLPEN, 0.5mm	box	2	75.00	150.00			
	NOTEBOOK, steno, 60 leaves	piece	20	35.00	700.00			
	INK, black, 003	bottle	1	350.00	350.00			
	INK, cyan, 003	bottle	1	350.00	350.00			
	INK, yellow, 003	bottle	1	350.00	350.00			
	MARKER, fine tip, permanent	piece	20	50.00	1,000.00			
	PLASTIC ENVELOPE, Clear with fork enclosure and handle	piece	20	50.00	1,000.00			
	ID LACE, blue, 3/4 inch	piece	20	35.00	700.00			
	MAGNIFYING GLASS, 5x90mm	piece	20	150.00	3,000.00			
	SHOELACE, 36 inch, black	piece	50	10.00	500.00			
Term of Delivery: <u>30 days</u>								
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: _____