



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

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

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shoppingt under Section 52.1b (Shopping), for the procurement and delivery of Office Supplies of PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

| | |
|---|---|
| Name of Project | Procurement and delivery of Regular Office Supplies of PSA Guimaras Provincial Statistical Office |
| Reference | PR No.: 2024-0679-11-066 |
| Location | Guimaras |
| Brief Description | Procurement of Regular Office Supplies of PSA-Guimaras Provincial Statistical Office |
| Quantity | As estated in the bid form |
| Approved Budget for the Contract (ABC) | Php 82,914.50 |
| Contract Duration | November 30, 2024 |

Please quote your lowest price inclusive of VAT on the items listed below and submit the sealed quotation not later than 9:00 A.M. of 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 Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat at Tel. No.(033) 335-0316 or (033) 335-0907.


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 Terms of payment shall be made through check payable to the supplier.
- 5 Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your PhilGeps Registration, DT/SEC registration, Municipal and business permit, current ITR and sanitary permit.
- 6 Award of contract shall be made to the lowest quotation, and complies with specifications and other terms and conditions as stated in the RFQ.
- 7 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.
- 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.
- 9 No partial Quotation/Delivery.

BID FORM

| Item No. | Item Description and Specifications/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 Regular Office Supplies of PSA Guimaras Provincial Statistical Office | | | | | | | |
| | ERASER, soft dust free | piece | 100 | 7.00 | 700.00 | | | |
| | SIGN PEN, black, 0.5 | piece | 30 | 44.72 | 1,341.60 | | | |
| | SHARPENER, plastic, one hole | piece | 104 | 7.00 | 728.00 | | | |
| | BINDER CLIP, 1", 19mm, 12pcs/box | box | 5 | 75.00 | 375.00 | | | |
| | BALLPEN, black, 0.5, 12pcs/box | box | 50 | 15.60 | 780.00 | | | |
| | BONDPAPER, A4 s20, 70gsm | ream | 129 | 213.80 | 27,580.20 | | | |
| | BONDPAPER, Legal, S20, 70gsm | ream | 15 | 232.96 | 3,494.40 | | | |
| | ENVELOPE, long, brown | piece | 615 | 4.50 | 2,767.50 | | | |
| | ENVELOPE, plastic, colored, legal, expanding with handle/holder | piece | 50 | 100.00 | 5,000.00 | | | |
| | ENVELOPE, short, brown | piece | 505 | 3.25 | 1,641.25 | | | |
| | EPSON INK, black, 003 | bottle | 10 | 342.50 | 3,425.00 | | | |
| | EPSON INK, cyan, 003 | bottle | 10 | 364.00 | 3,640.00 | | | |
| | EPSON INK, magenta, 003 | bottle | 10 | 364.00 | 3,640.00 | | | |
| | EPSON INK, yellow, 003 | bottle | 10 | 364.00 | 3,640.00 | | | |
| | HP INK, GT53, black | bottle | 5 | 370.00 | 1,850.00 | | | |
| | NOTEBOOK, 80 leaves | piece | 100 | 14.04 | 1,404.00 | | | |
| | PAPER CLIP, 33mm | box | 50 | 8.82 | 441.00 | | | |
| | PENCIL, #2, 12pcs/box | box | 30 | 44.71 | 1,341.30 | | | |
| | PHOTO PAPER, A4, glossy, 10pcs/box | pack | 102 | 60.00 | 6,120.00 | | | |
| | ALCOHOL, isopropyl 70% solution, 500 ml | bottle | 30 | 100.00 | 3,000.00 | | | |
| | SANITIZING GEL, 60ml | bottle | 100 | 40.00 | 4,000.00 | | | |
| | TISSUE, 12 rolls per pack | pack | 51 | 117.75 | 6,005.25 | | | |
| | Term of Delivery: 30 Days | | | | | | | |
| | Total | | | | 82,914.50 | | | |

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: