



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 Shopping under Section 52.1b (Shopping), for the procurement and delivery of Office Supplies for use of 4th Quarter of Labor Force Survey Office Supplies of PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

Name of Project	Procurement and delivery of 4th Quarter of Labor Force Survey (LFS) Office Supplies of PSA Guimaras Provincial Statistical Office
Reference	PR No.: 2024-0679-11-078
Location	Guimaras
Brief Description	Procurement of Office Supplies for use of 4th Quarter of Labor Force Survey (LFS) Office Supplies of PSA Guimaras Provincial Statistical Office
Quantity	As estated in the bid form
Approved Budget for the Contract (ABC)	Php 45,725.00
Contract Duration	15 Day/s

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 9:00 A.M. of November 25, 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, DTI/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 Office Supplies for 4th Quarter of Labor Force Survey (LFS) Office Supplies of PSA Guimaras Provincial Statistical Office							
	BOND PAPER, A4 s20, 70 gsm	ream	40	209.00	8,360.00			
	BOND PAPER, short, 70 gsm	ream	30	205.00	6,150.00			
	FOLDER, long, brown	pieces	100	10.00	1,000.00			
	PAPER FASTENER, Trn, T-20601-D, 50pcs/box	box	20	40.00	800.00			
	TISSUE, 12 rolls per pack	pack	20	128.00	2,560.00			
	EXTENSION CORD, 3 gang, travel surge	piece	4	850.00	3,400.00			
	BINDER CLIP, 1" 19mm, 12pcs/box	box	20	32.00	640.00			
	PENCIL, #2, 12pcs/pack	box	25	125.00	3,125.00			
	ALCOHOL, 500ml, spray	bottle	50	100.00	5,000.00			
	SANITIZING GEL, 60ml	bottle	50	40.00	2,000.00			
	MASKING TAPE, 1/2 inch	piece	20	14.00	280.00			
	SCOTCH TAPE, 1/2 inch	piece	20	20.00	400.00			
	WIPES, 35 sheets/pack	pack	50	65.00	3,250.00			
	RULER, transparent, 12 inches	piece	5	12.00	60.00			
	STICKER PAPER, A4 glossy	pack	60	49.00	2,940.00			
	Ink 003, black	bottle	4	345.00	1,380.00			
	Ink 003, cyan	bottle	4	365.00	1,460.00			
	Ink 003, magenta	bottle	4	365.00	1,460.00			
	Ink 03, yellow	bottle	4	365.00	1,460.00			
	Term of Delivery: 30 Days							
	Total				45,725.00			

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: