



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
**NEGROR OCCIDENTAL**  
Last 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 52.1b (Shopping) for the "Procurement and Delivery of Quarterly Regular Office Supplies of Negros Occidental PSO." Details of the project is as follows:

<b>Name of Project</b>	Quarterly Regular Office Supplies
<b>Reference</b>	2025-0645-06-054
<b>Location</b>	Negros Occidental
<b>Brief Description</b>	Procurement and Delivery of Quarterly Regular Office Supplies of Negros Occidental PSO.
<b>Quantity</b>	as stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	<b>PhP 106,511.00</b>
<b>Contract Duration</b>	20 Days after the receipt of NTP

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 **July 15, 2025** to be opened on July 15, 2025 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 Negros Occidental Provincial Statistical Office, 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) 435-5385 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. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements during the bid opening or 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)
7. Please indicate Brand and Source of Goods for Supplies (Local or Specify country of origin). Failure to specify brand will result to disqualification of your bid.
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. Bidders/vendors shall not offer gifts or hospitality of any kind to PSA staff members. PSA is strictly implementing the "NO GIFT POLICY RULE." as per PSA Memorandum Circular No. 2019-04
10. 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	Item Description and Specification/s	Unit	Qty.	ABC (Unit)	ABC (Total)	Bid (Unit)	Total Bid	Indicate Brand
	<b>Procurement and Delivery of Quarterly Regular Office Supplies of Negros Occidental PSO.</b>				-			
	Bond paper, A4 Size, 70gsm, 500 sheets per ream	ream	60	337.00	20,220.00			
	Bond paper, Legal Size, 70gsm, 500 sheets per ream	ream	60	358.00	21,480.00			
	Folder, short,brown	piece	50	3.00	150.00			
	Ballpen, color: black, 0.5mm	piece	100	8.00	800.00			
	Ballpen, color: blue, 0.5mm	piece	50	8.00	400.00			
	Sign pen, color: black, 0.5mm	piece	100	29.00	2,900.00			
	Sign pen, color: blue, 0.5mm	piece	50	29.00	1,450.00			
	Sign pen, color: red, 0.5mm	piece	40	29.00	1,160.00			
	Special paper, long,paper 200gsm,unscented,10pcs per pack	pack	50	45.00	2,250.00			
	Special paper,A4	pack	30	38.00	1,140.00			
	Pencil, lead/graphite, No. 2	piece	100	12.00	1,200.00			
	Binder Clip, 41mm, 1 dozen per box	box	20	65.00	1,300.00			
	Binder clip, 25mm, 1 dozen per box	box	20	30.00	600.00			
	Fastener, plastic, 7cm, 50 pieces per box	box	20	38.00	760.00			
	Paper clip, vinyl, 50mm, 80 pieces per box, assorted colors	box	20	21.00	420.00			
	Paper clip, vinyl, 33mm, 80 pieces per box, assorted colors	box	20	13.00	260.00			
	Staplewire, no. 35mm	box	30	74.00	2,220.00			
	Sticker paper long size, 100 sheets, matte	ream	1	300.00	300.00			
	Folder, long,brown	piece	50	7.00	350.00			
	Correction tape, 10 meters	piece	50	40.00	2,000.00			
	Glue stick for glue gun, small 7mm	piece	10	16.00	160.00			
	Expandable folder long size, color blue	piece	100	21.00	2,100.00			
	expandable envelop, long size with strap	piece	30	20.00	600.00			
	Double-Sided Tape,1 inch, Color: White, easy to peel	roll	10	35.00	350.00			
	Epson ink black 003	bottle	30	473.00	14,190.00			
	Cutter, Retractable, large	piece	30	40.00	1,200.00			
	PVC Sheet & PET Sheet A4 size	pack	1	851.00	851.00			
	<b>Sub Total</b>				<b>80,811.00</b>			
	Dishwashing Liquid, lemon or calamansi scent, 1 liter per bottle	bottle	20	175.00	3,500.00			
	Dishwashing Sponge, durable, double-sided design	pice	20	31.00	620.00			
	Toilet Bowl Cleaner, any scent, 1 liter per bottle	bottle	4	392.00	1,568.00			
	Liquid Bleach, 1 gallon per bottle	bottle	10	255.00	2,550.00			
	Disinfectant Spray, aerosol type, multi-purpose, 510g per bottle	bottle	4	374.00	1,496.00			
	Bathroom Deodorizer, any flavor, 50g	piece	10	122.00	1,220.00			
	Fabric Softener, any scent, 1 gallon per bottle	bottle	10	388.00	3,880.00			
	Oxalic Powder, 1kg per pack	bag	3	122.00	366.00			
	Incandescent light bulb 13w LED	piece	50	210.00	10,500.00			
	<b>Sub Total</b>				<b>25,700.00</b>			
<b>TOTAL =</b>					<b>106,511.00</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: \_\_\_\_\_