



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 CARAGA

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP - Shopping for Office Supplies**.

Name of Project	General Administrative Support Service
Solicitation	ADN PR No. 2021-10-0111
Location	PSA - Agusan del Norte
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Lot 1: P6,776.08; Lot 2: P13,702.82; Lot 3: P5,906.94; Lot 4: P33,830.00; Lot 5: P1,326.00; Lot 7: P3,230.00
Date of Delivery	15 days after the delivery of P.O.

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on NOV 09 2021 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

M. I. Bonachita
BERNADETH I. BONACHITA
 RBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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 DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
7. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
8. 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.
9. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
LOT 1:						
Hand Sanitizers, 500 ml	bottle	10	P _____	P _____		
Air Freshener, aerosol, 280ml/a50g min	can	8	P _____	P _____		
Broom, soft (tambo)	piece	2	P _____	P _____		
Detergent Powder, all purpose, 1 kg	pack	2	P _____	P _____		
Mophandle, heavy duty, aluminum, screw type	piece	2	P _____	P _____		
Mophead, made of rayon, weight:400 grams	piece	2	P _____	P _____		
Trashbag, GPP specs, black, 940mm x 1016 mm	pack	16	P _____	P _____		
LOT 2:						
Notepad, stick on, 76mm x 100mm(2" x 3")min	pad	12	P _____	P _____		
Notepad, stick on, 76mm x 100mm(3" x 4")min	pad	10	P _____	P _____		
Notepad, stick on, 76mm x 76mm(3" x 3")min	pad	10	P _____	P _____		
Paper, Multi-Purpose (COPY), A4, 70gsm	ream	70	P _____	P _____		
Toilet Tissue Paper, 2-ply, 100% recycled	pack	2	P _____	P _____		
LOT 3:						
Correction Tape, film base type, UL 6m min	piece	24	P _____	P _____		
Glue, all purpose, gross weight: 200 gms	jar	4	P _____	P _____		
Staplewire, Standard, (26/6)	box	14	P _____	P _____		
Tape, Transparent, width: 24mm	roll	15	P _____	P _____		
Clip, backfold, all metal, clamping: 25mm	box	18	P _____	P _____		
Clip, backfold, all metal, clamping: 32mm	box	16	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Clip, backfold, all metal, clamping: 50mm	box	16	P _____	P _____		
Envelope, Mailing, white, 70gsm	box	2	P _____	P _____		
Envelope, Mailing, white, with window	box	2	P _____	P _____		
File Tab Divider, bristol board, legal	set	5	P _____	P _____		
Paper Clip, vinyl/plastic coat, length:48mm	box	14	P _____	P _____		
LOT 4:						
Ink Cart, HP CZ108AA, (HP678), Tricolor, Genuine	cart	6	P _____	P _____		
Toner Cart., HP CF217A (HP17A) Black, Genuine	cart	4	P _____	P _____		
Toner Cart, HP CF280A LaserJet Pro M401/M425, Genuine	cart	2	P _____	P _____		
LOT 5:						
Sign Pen, blue, liquid gel/ink, 0.5mm	piece	18	P _____	P _____		
Sign Pen, red, liquid gel/ink, 0.5mm	piece	12	P _____	P _____		
Pencil, lead, with eraser, wood cased, hardness	box	12	P _____	P _____		
LOT 7:						
Envelope, Documentary, for A4 size document	box	1	P _____	P _____		
Envelope, Documentary, for Legal size document	box	1	P _____	P _____		
Folder, Ragboard, for legal size document	pack	3	P _____	P _____		
TOTAL AMOUNT IN FIGURES:				P _____		
TOTAL AMOUNT IN WORDS:						

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____ EmailAddress: _____

Fax No. _____ Tel No. _____ Cellphone No. _____

Date: _____