



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.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	ADN PR No. 2022-03-0031
<b>Location</b>	PSA - Agusan del Norte
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	Lot 1: P13,271.54; Lot 2: P12,199.42; Lot 3: P1,211.99; Lot 4: P33,016.53; Lot 5: P1,685.82; Lot 6: P98.05; Lot 7: 642.72 <b>(TOTAL: P62,126.07)</b>
<b>Date of Delivery</b>	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 8:00 A.M on **March 21, 2022** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

*B. I. Bonachita*  
**BERNADETH I. BONACHITA**  
RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. 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.
- Terms of Payment shall be made through check payable to the supplier.
- 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.
- 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.
- 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.
- 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
<b>LOT 1:</b>						
Hand Sanitizer, 500ml	bottle	8	P_____	P_____		
Hand Soap, liquid, 500ml	bottle	4	P_____	P_____		
Insecticide, aerosol type, net content: 600ml min.	can	3	P_____	P_____		
Alcohol, ethyl, 68% - 72 %, 500ml	bottle	102	P_____	P_____		
Alcohol, ethyl, 68% - 70%, 1 Gallon	gallon	5	P_____	P_____		
Air Freshener, aerosol, 280ml/150g min	can	5	P_____	P_____		
Cleaner, Toilet Bowl and Urinal, 900ml-1000ml cap	bottle	2	P_____	P_____		
Detergent Powder, all purpose, 1 kg	pack	2	P_____	P_____		
Disinfectant spray aerosol type, 400-550 grams	can	1	P_____	P_____		
Mop handle, heavy duty, aluminum, screw type	piece	1	P_____	P_____		
Mophead, made of rayon, weight: 400 grams	piece	1	P_____	P_____		
Trash bag, GPP specs, black, 940mm x 1016mm	pack	11	P_____	P_____		
<b>LOT 2:</b>						
Notepad, stick-on, 50mm x 76mm (2" x 3")min	pad	6	P_____	P_____		
Notepad, stick-on, 50mm x 76mm (3" x 4")min	pad	8	P_____	P_____		
Notepad, stick-on, 76mm x 76mm (3" x 3")min	pad	8	P_____	P_____		
Paper, Multi-Purpose, A4, 70gsm	ream	56	P_____	P_____		
Paper, Multi-Purpose, Legal, 70gsm	ream	47	P_____	P_____		
<b>LOT 3:</b>						
Glue, all purpose, gross weight: 200 gms	Jar	3	P_____	P_____		
Stapler, Standard type, load cap: 200 staples min	piece	1	P_____	P_____		
Staplewire, Standard, (26/6)	box	13	P_____	P_____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Tape, Transparent, width: 24mm	roll	8	P _____	P _____		
Tape, Packaging, width, 48mm	roll	6	P _____	P _____		
Clip, backfold, all metal, clamping: 25mm	box	14	P _____	P _____		
Paper Clip, vinyl/plastic coat, length: 48mm	box	10	P _____	P _____		
<b>LOT 4:</b>						
Ink Cart, HP CZ108AA, (HP678), Tri-color	cart	6	P _____	P _____		
Toner Cart, HP CF217A (HP17A) Black Laser Jet	cart	5	P _____	P _____		
Toner Cart, HP CF280A LaserJet Pro M401/M425, Genuine	cart	3	P _____	P _____		
<b>LOT 5:</b>						
Sign Pen, black, liquid gel/ink, 0.5mm	piece	35	P _____	P _____		
Sign Pen, blue, liquid gel/ink, 0.5mm	piece	30	P _____	P _____		
Sign Pen, red, liquid gel/ink, 0.5mm	piece	10	P _____	P _____		
Pencil, lead with eraser, wood cased, hardness: HB	box	8	P _____	P _____		
<b>LOT 6:</b>						
Paper, parchment, size: 210 x 297mm, multi-purpose	box	1	P _____	P _____		
<b>LOT 7:</b>						
Folder, Tagboard, for legal size document	box	1	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>					P _____	
<b>TOTAL AMOUNT IN WORDS:</b>						

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: \_\_\_\_\_