



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, **Shopping on LOT 1-4: Office Supplies for Philsys Operation for the 4th Quarter & Office Supplies for Administrative and Statistical Operation for the 4th Quarter**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	ADS PR No. 2021-10-072 ADS PR No. 2021-10-078
<b>Location</b>	PSA - AGUSAN DEL SUR
<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: Php1,004.52 LOT 2: Php18,852.18 LOT 3: Php67,500.00 LOT 4: Php1,803.27
<b>Date of Delivery</b>	10 days after receipt of PO

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 **November 9, 2021** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH V. 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> Alcohol, ethyl 68%-70% scented, 500 ml	bottle	12	P _____	P _____		
<b>LOT 2</b> Notebook, 18 gsm, Thread, 80 leaves	piece	12	P _____	P _____		
Paper, Multi-Purpose (Copy) Legal 70 gsm	ream	40	P _____	P _____		
GLUE, All purpose, gross weight: 200 grams min	Jar	17	P _____	P _____		
TAPE, Packaging, width 48mm	roll	10	P _____	P _____		
TAPE, Transparent, width 24mm	roll	22	P _____	P _____		
TAPE, Transparent, width 48mm	roll	10	P _____	P _____		
TWINE, plastic one (1) kilo per roll	roll	10	P _____	P _____		
Correction Tape, Film base type, UL 6m min	piece	120	P _____	P _____		
Envelope, Expanding Plastic, 0.5 mm Thickness min	piece	10	P _____	P _____		
File tab Divider, bristol board, for A4	set	20	P _____	P _____		
STAPLER, standard type with remover	piece	1	P _____	P _____		
<b>Sub-total</b>			P _____	P _____		
<b>LOT 3</b> TONER CART, HP CE285A (HP85A), Black	cart	15	P _____	P _____		
<b>LOT 4</b> Clip Backfold 25 MM	box	8	P _____	P _____		
Clip, Backfold 50 MM	box	5	P _____	P _____		
Black Ballpen (0.5 mm )	piece	100	P _____	P _____		
Paper Clip 33 mm	box	3	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		

**TOTAL AMOUNT IN WORDS:**

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: \_\_\_\_\_