



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (Caraga)



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Various Office Supplies for Statistical Surveys, Civil Registration and General Administrative Use**

Name of Project	Administrative
Solicitation	PDI RFQ No. 2024-07-004
Reference Number	PDI PR No. 2024-07-042
Location	PSA-Province of Dinagal Islands
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Shopping
Approved Budget for the Contract (ABC)	Php97,050.00
Date of Delivery	15 days upon receipt of Purchase Order

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 AM on August 22, 2024** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J. C. Aquino Avenue, Butuan City.

*M. U*  
**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 **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above).**
- 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>Various Office Supplies for Statistical Surveys, Civil Registration and General Administrative Use.</b>						
<b>Lot 1: Common Use Office Supplies</b>						
PAPER, MULTICOPY, A4	ream	150	₱ _____	₱ _____		
PAPER, MULTICOPY, legal	ream	53	₱ _____	₱ _____		
PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	20	₱ _____	₱ _____		
PAPER CLIP, vinyl/plastic coated, 33mm	box	20	₱ _____	₱ _____		
STAPLER, standard type	piece	10	₱ _____	₱ _____		
STAPLE WIRE, standard	box	52	₱ _____	₱ _____		
SIGN PEN, Extra fine tip, black	piece	50	₱ _____	₱ _____		
PUNCHER, paper, heavy duty	piece	5	₱ _____	₱ _____		
CALCULATOR, compact	piece	5	₱ _____	₱ _____		
SCISSORS, Symmetrical / Asymmetrical	pair	10	₱ _____	₱ _____		
TAPE, transparent, 48mm	roll	20	₱ _____	₱ _____		
TAPE, transparent, 24mm	roll	20	₱ _____	₱ _____		
TAPE, packaging, 48mm	roll	20	₱ _____	₱ _____		
GLUE, All Purpose	jar	30	₱ _____	₱ _____		
CORRECTION TAPE	piece	60	₱ _____	₱ _____		
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	30	₱ _____	₱ _____		
ENVELOPE, Expanding, Kraft	box	5	₱ _____	₱ _____		
RULER, plastic, 450mm	piece	30	₱ _____	₱ _____		
ERASER, Plastic/Rubber	piece	30	₱ _____	₱ _____		
MARKER, whiteboard, black	piece	20	₱ _____	₱ _____		
MARKER, permanent, black	piece	20	₱ _____	₱ _____		
CLIP, backfold, 50mm	box	60	₱ _____	₱ _____		
CLIP, Backfold, 32mm	box	30	₱ _____	₱ _____		
STAMP PAD, Ink	bottle	20	₱ _____	₱ _____		

STAMP PAD, felt  
STENO NOTEBOOK

piece	30	p _____	p _____		
piece	30	p _____	p _____		
TOTAL AMOUNT IN FIGURES:					
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: \_\_\_\_\_

Email/Address: \_\_\_\_\_

Tax No. \_\_\_\_\_

Tel No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_