



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office – Marinduque** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement– **Shopping** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	Office Supplies for 3 months
Solicitation	2024-08-0522
Place of Delivery	Boac, Marinduque
Brief Description	Office Supplies
Quantity	73 items
Approved Budget for the Contract (ABC)	P 89,670.00
Date of Delivery	August 26 – September 13, 2024

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 12:00 NN on Wednesday, August 21, 2024** at PSA PSO Marinduque.

Received by:

Name and Signature: _____

Company: _____

Date: _____


VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.



BID FORM

Item/s and Specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Office Supplies for 3 months						
Ballpen, black, 0.5 mm	pcs.	30			()	()
Battery, AA,	pcs.	6			()	()
Battery,9V,	pcs.	6			()	()
Board Paper, 8.3x11 white 220 gsm, 10 sheets per pack	pack	5			()	()
Board Paper, 8.3x11.7 white 220 gsm, 10 sheets per pack	pack	15			()	()
Board Paper, 8.3x13white 220 gsm, 10 sheets per pack	pack	10			()	()
Brother DCP-T20DW INK TANK (BT 5000 Magenta)	bottle	11			()	()
Brother DCP-T20DW INK TANK (BT 5000 Cyan)	bottle	11			()	()
Brother DCP-T20DW INK TANK (BT 5000 Yellow)	bottle	11			()	()
Brother DCP-T20DW INK TANK (BT D60 Black)	bottle	15			()	()
Carbon Paper 100/pack black, Long	pack	1			()	()
Cartolina, yellow	pcs.	20			()	()
Cartolina,orange	pcs.	20			()	()
Cartolina, green	pcs.	20			()	()
Cartolina, blue	pcs.	20			()	()
Cartolina, red	pcs.	20			()	()
Cartolina, pink	pcs.	20			()	()
Cartolina, peach	pcs.	20			()	()
Cartolina, violet	pcs.	20			()	()
CD RW with case	pcs.	10			()	()
Certificate Jacket A4	pcs.	10			()	()
Certificate Jacket short	pcs.	20			()	()
Clip, Backfold 0.5 inch	box	10			()	()
Clip, Backfold 1 inch	box	10			()	()
Clip, Backfold 2 inches	box	10			()	()
Clip, Backfold 1.6 inches	box	7			()	()
DTR	pad	5			()	()
Envelope, brown long	pcs.	200			()	()
Envelope, brown short	pcs.	100			()	()
Expanded Envelope, green	pcs.	10			()	()
Expanded Envelope, brown	pcs.	15			()	()
Envelope, mailing with window, white	box	2			()	()



Fastener, plastic	box	4			()	()
Folder, white, long	pcs.	30			()	()
Folder, white, short	pcs.	30			()	()
Folder, clear, short	pcs.	10			()	()
Folder, clear, A4	pcs.	10			()	()
Folder, clear, long	pcs.	10			()	()
Glue 130 gms	pcs.	10			()	()
Hardbound, Expanded Folder Long, blue	pcs.	30			()	()
Hardbound, Expanded Folder Long, orange	pcs.	250			()	()
Hardbound, Expanded Folder Long, red	pcs.	20			()	()
Hardbound , Expanded Folder Long, yellow	pcs.	20			()	()
Hardbound , Expanded Folder Long, green	pcs.	30			()	()
HP Smart Tank 615 Cartridge (Black)	bottle	2			()	()
HP Smart Tank 615 Cartridge (Colored)	bottle	2			()	()
ID Jacket (155mm x 105 mm)	pcs.	20			()	()
Interfolded Tissue Paper	pcs.	20			()	()
Japanese Cord 4mm/36 yards	yard	3			()	()
Paper Clip, small, vinyl, coated	box	10			()	()
Paper Clip, big, vinyl, coated	box	10			()	()
Paper, Multi-Purpose, short 70 gsm	ream	20			()	()
Paper, Multi-Purpose A4 70 gsm	ream	80			()	()
Paper, Multi-Purpose Long 70 gsm	ream	46			()	()
Pay Envelope	box	2			()	()
Pencil, Monggol #2	pcs.	30			()	()
Puncher, Heavy Duty	pcs.	1			()	()
Record Book 300 pages small	pcs.	1			()	()
Shoelace, black, round,	pairs	40			()	()
Sign pen Black 0.5 mm	pcs.	15			()	()
Sign pen Blue 0.5 mm	pcs.	5			()	()
Sign pen Red 0.5 mm	pcs.	6			()	()
Sign pen Refill, Black (My Gel) 0.5 mm	pcs.	15			()	()
Stamp Pad, violet	pcs.	1			()	()
Staple Wire #35 , 5000 staples/box	box	10			()	()
Sticker Paper, Matte, A4	pack	10			()	()
Sticky Note 76 mm x 76 mm	pack	8			()	()
Sticky Note 76 mm x 127 mm	pack	6			()	()
Sticky Note 0.6 x 2 inches	pack	24			()	()
Sticky Note, Arrowtag, plastic, 125 sheets	pack	10			()	()
Tape, double adhesive	pcs.	5			()	()
Tape, transparent 24 mm x 50 m	pcs.	15			()	()
Tape, packaging, 48mm x 50 m	pcs.	5			()	()
** Nothing follows **						
TOTAL						



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: _____

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


Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


MARY MICHELLE M. MACUTONG
Canvasser

