



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Shopping** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Replenishment of various office supplies, inks and toners for the 3rd Quarter for official use of of PSA RSSO V.
Solicitation	2023-08-070-CRASD
Location	PSA RSSO V
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 123,986.84
Contract Duration	15 days upon receipt of Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00PM, August 15, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City**.


CECILLE A. BRIONES
BAC 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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
6. 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.
7. Terms of Payment shall be made through check payable to the supplie
8. 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 Specification	
					YES	NO
Replenishment of various office supplies, inks and toners for the 3rd Quarter for official use of of PSA RSSO V.						
LOT 1: Office Supplies (ABC: Php 36,787.84)						
Staple Wire # 35	box	18	P _____	P _____	()	()
Sign Pen, Gel, 0.7 Black, 12pcs/box	box	10	P _____	P _____	()	()
Sign Pen, Gel, 0.5 Black, 12pcs/box	box	10	P _____	P _____	()	()
Folder, long, 100 pcs.per box (color: white)	box	5	P _____	P _____	()	()
Folder, long, 100 pcs.per box (color: brown)	box	5	P _____	P _____	()	()
Pencil (12 pcs/box)	Box	6	P _____	P _____	()	()
Transparent Tape,1"	roll	30	P _____	P _____	()	()
Toilet Tissue Paper, 2 ply, 12 rolls in a pack	packs	18	P _____	P _____	()	()
Facial Tissue Box, 3 ply	Box	50	P _____	P _____	()	()
Garbage Bag clear XL	Pack	15	P _____	P _____	()	()
Plastic Twine	Rolls	8	P _____	P _____	()	()
Bathroom Deodorant, 100g, Refill	Piece	20	P _____	P _____	()	()
LOT 2: Inks/Toners (ABC: Php 87,199.00)						
Genuine HP79A (CF279A) Toner Cartridge	pcs	6	P _____	P _____	()	()
Genuine HP Ink 680, Black	pcs	10	P _____	P _____	()	()
Genuine HP 76A	pcs	10	P _____	P _____	()	()
Black for L4260 Printer, Epson 001	pcs	3	P _____	P _____	()	()
Nothing Follows			Total	P _____		
For official use of PSA RSSO V				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 and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

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

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit ? ___Yes ___No

Philgeps Registration? ___Yes ___No

Printed Name and Signature of Convasser: _____ ELSIE M. DELARAMA