



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 52.1b (Shopping) for the "Procurement of Office Supplies to replenish the stocks used in the conduct of the 2022 Census of Agriculture and Fisheries Trainings, Enumeration and Data Processing of PSA Guimaras Provincial Statistical Office". Details of the project is as follows:

Name of Project	Procurement of Office Supplies to replenish the stocks used in the conduct of the 2022 Census of Agriculture and Fisheries Trainings, Enumeration and Data Processing of PSA Guimaras Provincial Statistical Office.
Reference	PR No. 2023-0679-11-092
Location	Guimaras
Brief Description	Procurement of Office Supplies to replenish the stocks used in the conduct of the 2022 Census of Agriculture and Fisheries Trainings, Enumeration and Data Processing of PSA Guimaras Provincial Statistical Office.
Quantity	Lot 1
Approved Budget for the Contract (ABC)	Php50,119.50
Contract Duration	30 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:30AM of 28 November 2023 to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat\Sub-TWG at Tel. No. (033) 335-0316 or (033) 335-0907.


WILLIAM G. JARO
BAC Chairperson

Terms and Conditions:

1. All entries must be typewritten/printed legibly. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
6. 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.
7. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
8. The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)	Indicate Brand and Source of Goods (Local or Specify country of origin)
Lot 1	Procurement of Office Supplies to replenish the stocks used in the conduct of the 2022 Census of Agriculture and Fisheries Trainings, Enumeration and Data Processing of PSA Guimaras Provincial Statistical Office.							
	ALCOHOL, Isopropyl 70% solution, 500 mL	bottle	70	98.00	6,860.00			
	BALLPEN, black, 0.5 mm, 12 pcs/box	box	10	90.00	900.00			
	BOND PAPER, A4, S20, 70 gsm	ream	50	220.00	11,000.00			
	CLIP, backfold, all metal, clamping, 19 mm	box	10	20.00	200.00			
	CLIP, backfold, all metal, clamping, 25 mm	box	10	25.00	250.00			
	CLIP, backfold, all metal, clamping, 32 mm	box	10	42.00	420.00			
	CLIP, paper clip, 32 mm, 100pcs/box	box	10	15.00	150.00			
	CLIP, paper clip, 48 mm, 100pcs/box	box	10	20.00	200.00			
	ENVELOPE, brown, long	piece	50	4.50	225.00			
	ENVELOPE, brown, short	piece	50	3.50	175.00			
	ENVELOPE, expanded with garter, colored	piece	20	22.00	440.00			
	ENVELOPE, plastic, colored, expanded with handle/holder	piece	70	98.00	6,860.00			
	EPSON INK, black, 003	bottle	10	345.00	3,450.00			
	EPSON INK, cyan, 003	bottle	8	365.00	2,920.00			
	EPSON INK, magenta, 003	bottle	8	365.00	2,920.00			
	EPSON INK, yellow, 003	bottle	8	365.00	2,920.00			
	FOLDER, long	piece	50	7.50	375.00			
	FOLDER, short	piece	50	6.50	325.00			
	NOTEBOOK, refill, 5pcs/pack	pack	15	64.50	967.50			
	PENCIL, Medium No. 2 with black lead, 12pcs/box	box	10	125.00	1,250.00			
	PHOTO PAPER, A4 size, glossy, 10pcs/pack	pack	20	80.00	1,600.00			
	SIGN PEN, black, 0.4 mm	piece	12	76.00	912.00			
	STICKER PAPER, A4 size, matte, 20pcs/pack	pack	100	48.00	4,800.00			
	Terms of Delivery: 30 Days							
TOTAL =					50,119.50			

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name/Signature/Position

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____