



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) through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement and delivery of various office supplies for PSA Antique Provincial Statistical Office. Details of the project is as follows:

<b>Name of Project</b>	Procurement and delivery of various office supplies for PSA Antique PSO.
<b>Reference</b>	LR No. 2020-17
<b>Location</b>	Antique
<b>Brief Description</b>	Procurement and delivery of various office supplies for PSA Antique PSO.
<b>Quantity</b>	Lot 1
<b>Approved Budget for the Contract (ABC)</b>	Php 104,951.00
<b>Contract Duration</b>	30 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:00 A.M. of September 15, 2020 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, 2<sup>nd</sup> 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 at Tel. No.(033) 335-0316 or (033) 335-0907.

  
**WILLIAM G. JARO**  
BAC Chairperson

- 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)
	<b>Procurement and delivery of various office supplies for PSA Antique PSO.</b>						
	<b>LOT 1</b>						
	Bond Paper, Long	ream	100	230.00	23,000.00		
	Bond Paper A4	ream	100	215.00	21,500.00		
	Bond Paper, Short	ream	100	210.00	21,000.00		
	Staple wire # 10	box	10	25.00	250.00		
	Paper Fastener	box	50	26.00	1,300.00		
	Toilet Deodorizer 50g	piece	20	75.00	1,500.00		
	Toilet Duck Cleaner 500ml	bottle	10	150.00	1,500.00		
	Handwashing Liquid 500ml	bottle	5	68.00	340.00		
	Bathroom Soap big	piece	10	38.00	380.00		
	Garbage Bag XL	pack	3	120.00	360.00		
	ID Case Holder	piece	100	15.00	1,500.00		
	Sign Pen	piece	10	75.00	750.00		
	Clip Binder, Big	box	5	28.00	140.00		
	Clip Binder, Small	box	5	15.00	75.00		
	Scotch Tape #1	roll	10	30.00	300.00		
	Folder Long	piece	100	6.00	600.00		
	Folder Short	piece	100	5.00	500.00		
	Tissue big	roll	10	35.00	350.00		
	Brown Envelope Short	piece	100	3.00	300.00		
	Laminating Film Long, 222mm x 337mm	box	2	1,053.00	2,106.00		
	Certificate Holder	piece	50	48.00	2,400.00		
	Refill Ink Epson T6641 Black	bottle	30	315.00	9,450.00		
	Refill Ink Epson T6642 Cyan	bottle	10	315.00	3,150.00		
	Refill Ink Epson T6643 Magenta	bottle	10	315.00	3,150.00		
	Refill Ink Epson T6644 Yellow	bottle	10	315.00	3,150.00		
	Battery AA	pack	10	100.00	1,000.00		
	Battery AAA	pack	10	100.00	1,000.00		
	Bulb, 11w	piece	20	195.00	3,900.00		
	<b>Total</b>				<b>104,951.00</b>		

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

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

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

Fax No: \_\_\_\_\_

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