




## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Modes of Procurement in procuring Procurement of Regular and Other Office Supplies for Official use of PSO Sorsogon for 3rd Quarter with the following details:

Name of Project	Procurement of Regular and Other Office Supplies for Official use of PSO Sorsogon for 3rd Quarter
Solicitation	2025-06-039-SR
Location	PSO Sorsogon
Brief Description	(See Bid Form, Page 2 )
Quantity	(See Bid Form, Page 2 )
Approved Budget for the Contract (ABC)	Php 56,950.00
Contract Duration	5 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 **10:00 am on July 2, 2025** at **PSA Sorsogon, 2/F Clemente Building, Garcia St., Sulucan, Sorsogon City, Sorsogon.**

  
**CECILLE A. BRIONES**  
RBAC Chairman

### Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
  2. PhilGEPS Registration Number
7. 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.
8. Terms of Payment shall be made through check payable to the supplier.
9. 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
<b>Procurement of Regular and Other Office Supplies for Official use of PSO Sorsogon for 3rd Quarter</b>						
<b>Lot 1 - ABC PhP 52,750.00</b>						
Bond Paper, A4, multipurpose, 70gsm	ream	100	P_____	P_____	(   )	(   )
Bond Paper, legal, multipurpose, 70gsm	ream	100	P_____	P_____	(   )	(   )
Certificate Holder, A4, clear transparency, with flap to prevent certificates from falling off	pc	50	P_____	P_____	(   )	(   )
Certificate Frame	pc	10	P_____	P_____	(   )	(   )
Battery, dry cell AA	pack	50	P_____	P_____	(   )	(   )
				P_____		
				Total amount in words:		
				_____		
				_____		
				_____		
<b>Lot 2 - ABC PhP 4,200.00</b>						
Facial Tissue, paper 2 ply sheets 150 pulls	box	50	P_____	P_____	(   )	(   )
				P_____		
				Total amount in words:		
				_____		
				_____		
				_____		
<i>Please see attached specifications</i>						
For official use of PSA PSO Sorsogon						
xxxxx						

**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: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

LBP Account Number of Establishment: \_\_\_\_\_

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

Do you have Mayor's/Business Permit ? ☐ Yes ☐ No

Philgeps Registration? ☐ Yes ☐ No

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Printed Name and Signature of Canvasser: \_\_\_\_\_