



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL



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 Masbate with the following details:

Name of Project	Procurement of Office Supplies for July 2025 Labor Force Survey (LFS) and 2025 Family Income and Expenditure Survey (FIES) Visit 1 for PSO Masbate
Solicitation	2025-06-041-MT
Location	PSA Masbate Provincial Statistical Office
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 33,150.00
Contract Duration	5 days upon receipt of Purchase of Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **1:00pm on 08 June 2025** at **PSA Masbate, Ten-7 Building, Masbate City, Masbate.**


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
Procurement of Office Supplies for July 2025 Labor Force Survey (LFS) and 2025 Family Income and Expenditure Survey (FIES) Visit 1 for PSO Masbate						
Paper, Multicopy Legal, 80gsm, 500 sheets/ream	ream	20	_____	_____	()	()
Paper, Multicopy A4, 80gsm, 500 sheets/ream	ream	25	_____	_____	()	()
Epson Ink, 003 Black	bottle	25	_____	_____	()	()
Ink, Brother DCP T-820DW Printer, Black	bottle	8	_____	_____	()	()
Permanent Marker, Black	pc	40	_____	_____	()	()
Ballpen, Black	pc	120	_____	_____	()	()
White Board, 36x48"	pc	1	_____	_____	()	()
Alcohol, 70% solution, 100-150ml	bottle	66	_____	_____	()	()
Alcohol, 70% solution, per gallon	bottle	2	_____	_____	()	()
XXXXXXXXXXXXXXXXXXXX						
For official use of PSA-Masbate						
			Total	_____		
			Total amount in words:			

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

Printed Name and Signature of Canvasser: _____