



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 Modes of Procurement for official use of PSA Camarines Sur with the following details:

Name of Project	Procurement of Office Supplies for 2024 POPCEN-CBMS Lots 1, 2, and 4
Solicitation	2024-07-096-CS
Location	PSA Camarines Sur
Brief Description	<i>Office Supplies and Cleaning Materials</i>
Quantity	<i>see page 2 for details</i>
Approved Budget for the Contract (ABC)	Php 147,210.52
Contract Duration	10 days upon receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **08:00AM, July 24, 2024** at the **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga 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 supplier
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 Specifications (please check)	
					YES	NO
Procurement of Office Supplies for 2024 POPCEN-CBMS						
LOT 1 ABC= 43,956.70)						
OFFICE SUPPLIES:						
Ballpen, black, ballpoint: 0.5mm	pcs	200	P_____	P_____	()	()
Eraser, plastic/rubber	pcs	200	P_____	P_____	()	()
Envelope, Long size, Brown	pcs	100	P_____	P_____	()	()
Envelope, A4 size, Brown	pcs	100	P_____	P_____	()	()
Fine Point, Permanent Marker	pcs	200	P_____	P_____	()	()
Sign Pen, Extra Fine Tip, Black	pcs	50	P_____	P_____	()	()
Daily Time Record (DTR), form 48, 500/pack	ream	50	P_____	P_____	()	()
Board paper,Legal,10 per/pack,200gsm	pack	20	P_____	P_____	()	()
Board paper,A4,10 per/pack,200gsm	pack	80	P_____	P_____	()	()
Rubber band	pcs	30	P_____	P_____	()	()
Note Pad,Stick ON,3' x3"	pad	20	P_____	P_____	()	()
Note Pad,Stick ON, 50mm x 76mm (2' x3")	pad	20	P_____	P_____	()	()
Note Pad,Stick ON, 76mm x 100mm (3"x 4")	pad	20	P_____	P_____	()	()
Binder Clip,Backfold,32mm	box	30	P_____	P_____	()	()
Binder Clip,Backfold,25mm	box	30	P_____	P_____	()	()
Binder Clip,Backfold,50mm	box	15	P_____	P_____	()	()
Paper clip,vinyl/plastic coated,33mm	box	50	P_____	P_____	()	()
Cutter/Utility Knife ,General Purpose	pcs	3	P_____	P_____	()	()
ID Jacket with Pin,90 x60mm	pcs	200	P_____	P_____	()	()
Shoelace, round (5mm, 100cm, pair)	pcs	500	P_____	P_____	()	()
Staple wire, Standard	box	30	P_____	P_____	()	()
			Total	P_____		
					Total amount in words:	

LOT 2 ABC=96,503.82					
TONERS and CARTRIDGES					
Toner Cartridge, HP CE285a (HP85A), Black	cart	2	P _____	P _____	() ()
Ink Cartridge,EPSON,(T6643),yellow	bottle	2	P _____	P _____	() ()
Ink Cartridge,EPSON,(T6644),Magenta	bottle	2	P _____	P _____	() ()
Ink Cartridge,EPSON,(T6642),Cyan	bottle	2	P _____	P _____	() ()
Ink Cartridge,EPSON,(T6641),Black	bottle	2	P _____	P _____	() ()
Ink Cartridge,HP CZ107AA (HP678),Black	cart	3	P _____	P _____	() ()
Ink Cartridge,HP CZ108AA (HP678),tri-color	cart	3	P _____	P _____	() ()
Ink,EPSON T774,Black	bottle	30	P _____	P _____	() ()
EpsonL3250 Ink ,#003,Black	bottle	15	P _____	P _____	() ()
EpsonL3250 Ink ,#003,cyan	bottle	10	P _____	P _____	() ()
EpsonL3250 Ink ,#003,Magenta	bottle	10	P _____	P _____	() ()
EpsonL3250 Ink ,#003,Yellow	bottle	10	P _____	P _____	() ()
HP Laserjet 26A toner	cart	2	P _____	P _____	() ()
Toner cartridge,HP 76a,Black	cart	1	P _____	P _____	() ()
BROTHER ,Ink BT D60,108ml,Black	bottle	20	P _____	P _____	() ()
BROTHER ,Ink BT 5000,48.8ml,Cyan	bottle	10	P _____	P _____	() ()
BROTHER ,Ink BT 5000,48.8ml,Yellow	bottle	10	P _____	P _____	() ()
BROTHER ,Ink BT 5000,48.8ml,Magenta	bottle	10	P _____	P _____	() ()
			Total	P _____	
				Total amount in words:	
LOT 4 ABC=6,750.00					
PPE Supplies					
Alcohol, Ethyl, 70%, 150ml	bottle	150	P _____	P _____	() ()

			Total	P _____	
				Total amount in words:	
<i>For official use of PSA Camarines Sur</i>					

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 No./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 Canvasser: _____