



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 PhilSys Office Supplies for the the 3rd Quarter of 2024. |
| Solicitation | 2024-08-116-C5 |
| Location | PSA Camarines Sur |
| Brief Description | <i>Office Supplies</i> |
| Quantity | <i>see page 2 for details</i> |
| Approved Budget for the Contract (ABC) | Php 90,500.00 |
| 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, September 10, 2024** at the **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga City.**


CECILLE A. BRIONES
RBAC 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 supplie
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 PhilSys Office Supplies for the the 3rd Quarter of 2024. | | | | | | |
| Lot 1: Office Supplies (ABC: Php 1,000.00) Ballpen, black, ballpoint: 0.5mm | pcs | 100 | P _____ | P _____ | () | () |
| Lot 2: PPE Supplies (ABC: Php 13,500.00) Alcohol, ethyl, 70%, 150ml | bottle | 300 | P _____ | P _____ | () | () |
| Lot 3: PPE Supplies (ABC: Php 76,000.00) Ink, Epzon T774, black | cart | 100 | P _____ | P _____ | () | () |
| **** <i>For official use of PSA Camarines Sur</i> | | | Total | P _____ Total amount in words: | | |

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: _____