




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 Office supplies for January 2024 LFS/FIES V2 with the following details:

Name of Project	Office supplies for January 2024 LFS/FIES V2
Solicitation	2023-12-123-AL
Location	PSA Albay 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 65,450.00
Contract Duration	Ten (10) days within 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 December 8, 2023** at **PSA Albay, Ground Flr. PSA Bldg., Regional Government Center, Rawis, Legazpi City.**


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
Office supplies for January 2024 LFS/FIES V2						
Lot 1 (ABC = PhP 20,450)						
Notebook	pc	120	P _____	P _____	()	()
Plastic envelope with handle, long	pc	70	P _____	P _____	()	()
Ballpen, black	pc	100	P _____	P _____	()	()
Marker, black, double tip	pc	40	P _____	P _____	()	()
Bond paper, A4, 80 gsm	pc	10	P _____	P _____	()	()
Laminating film, 250 microns	pack	1	P _____	P _____	()	()
ID lanyard with ID case	pc	100	P _____	P _____	()	()
Lot 2 (ABC = PhP 45,000)						
Original HP 35A Toner	unit	10	P _____	P _____	()	()
<i>Please see attached specifications For official use of PSA Albay XXXXX</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: _____

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: _____