



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office MIMAROPA

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan**, through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement – **Shopping** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	Office Supplies
Solicitation	2020-11-797
Place of Delivery	Puerto Princesa City, Palawan
Brief Description	Office Supplies
Quantity	45 units
Approved Budget for the Contract (ABC)	P 144,019.99
Date of Delivery	December 1-4,2020

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 5:00 PM on Tuesday, November 24, 2020** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.


VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Received by:

Name and Signature: _____

Company: _____

Date: _____

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.



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BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
BATTERY, dry cell, AAA, 1.5 volts, alkaline,	PACK	20			()	()
BATTERY, alkaline batteries, 9 volts	PACK	10			()	()
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	BOX	30			()	()
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	BOX	30			()	()
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	BOX	30			()	()
CUTTER KNIFE, for general purpose	PIECE	5			()	()
DETERGENT POWDER, all purpose, one(1) kg	POUCH	60			()	()
DUST PAN, non-rigid plastic, w/ detachable handle	PIECE	5			()	()
ERASER, PLASTIC/RUBBER, for pencil draft/writing	PIECE	50			()	()
FASTENER, METAL, 70mm between prongs	BOX	40			()	()
FOLDER, with TAB, LEGAL	PC	500			()	()
INK CART, HP CZ108AA, (HP678), Tricolor	CART	5			()	()
MARKER, whiteboard, bullet type, black	Piece	20			()	()
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	PAD	30			()	()
PAPER, MULTICOPY, A4,80gsm, size: 210mm x 297mm	REAM	50			()	()
PAPER, MULTICOPY,LEGAL, 80gsm, size: 216mm x 330mm	REAM	50			()	()
PENCIL SHARPENER	PIECE	200			()	()
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	BOOK	5			()	()
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	PIECE	30			()	()
TAPE, PACKAGING, width: 48mm (±1mm)	ROLL	20			()	()
TAPE, TRANSPARENT, width: 24mm (±1mm)	ROLL	30			()	()
TRASH BIN, swing cover , 25 liters	PIECE	9			()	()
Toilet Tissue Paper, 2Ply (100% Recycled)	PACK	20			()	()
TRASHBAG, black, 940mmx1016mm, 10pcs per roll/pack	ROLL	50			()	()
BLEACH, 1 gallon	GALLON	10			()	()
COLORED PAPER, A4	PACK	10			()	()
CERTIFICATE HOLDER, A4	PIECE	30			()	()
LIGHT BULB, 10 watts, LED	PIECE	40			()	()
SIGN HERE STICK NOTE ARROW	PIECE	50			()	()
RULER	PIECE	20			()	()
PHOTO PAPER, A4	PACK	10			()	()
PLASTIC ACETATE, A4	PIECE	50			()	()
WHITE BOARD ERASER	PIECE	10			()	()
LAMINATING FILM, (150X105MM)	BOX	5			()	()
PUSH PIN	PACK	20			()	()
THUMB TACKS	BOX	20			()	()
HAND LIQUID SOAP, 500 ml	BOTTLE	20			()	()
SCOTH BRITE	PIECE	20			()	()
EXPANDED FOLDER LEGAL	PIECE	100			()	()
DISHWASHING LIQUID, 250 ML	BOTTLE	50			()	()
DATA FILE BOX (DOUBLE)	PIECE	24			()	()
GLUE TAPE	PIECE	20			()	()
BALLPEN, Black	PIECE	100			()	()
FLOOR MOP, with mop head and aluminum handle	PIECE	4			()	()
MOP SQUEEZER BUCKET, 36 Liters	PIECE	2			()	()

Place Of Delivery : PSA Palawan Puerto Princesa City					()	()
Mode Of Payment: Send Bill					()	()
nothing follows						
TOTAL						

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration: _____

BIR Registration: VAT Non-VAT

Canvassed by:



TIFANNY JO B. PARCON

Canvasser