



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

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office - Romblon**, 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	Procurement of Supplies for Replacement during Printing of PhilSys brochure and Covid-19 free PSA-PhilSys Office
Solicitation	2020-11-835
Place of Delivery	PSA, Romblon
Brief Description	Office Supplies
Quantity	Please see bid Form
Approved Budget for the Contract (ABC)	P 121,595.00
Date of Delivery	December 7-11, 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, December 1, 2020** at the PSA – Romblon Office.


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 P500K 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
Title: Procurement of supplies for Replacement during Printing of PhilSys brochure and Covid-19 free PSA-PhilSys Office						
Date of Event: December 4, 2020						
Bond Paper - Laser, white -A4 -Subs20, 5reams/box	box	50			()	()
Printer Ink - Refill - 1L Epson / Brother - Black	Bottle	15			()	()
Printer Ink - Refill - 1L Epson / Brother -cyan	Bottle	10			()	()
Printer Ink - Refill - 1L Epson / Brother -magenta	Bottle	10			()	()
Printer Ink - Refill - 1L Epson / Brother -yellow	Bottle	10			()	()
Stapler with staple wire remover	doz	1			()	()
Staple wire	Box	20			()	()
Folder Long, pt. 14, 100's/pack	Pack	5			()	()
Ballpen, flexstick, .7 - black, 12's/box	Box	20			()	()
Paper Fastener - Plastic	Box	20			()	()
Faceshield	pc	100			()	()
Face Mask - cotton, washable, breathable	pc	100			()	()
Alcohol - 70% Isopropyl -500ml	Bottle	50			()	()
Multi-purpose Bleach, 1 liter	Doz	2			()	()
Disinfectant Spray With Crisp Linen Scent 510g	Bottle	5			()	()
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. _____

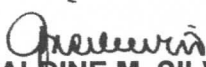
Date: _____

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

Tax Identification Number: _____ Copy of PhilGEPS Registration: _____

BIR Registration: VAT Non-VAT

Canvassed by:


GERALDINE M. SILVERIO
 Canvasser