



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Shopping** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Replenishment of various office supplies, janitorial supplies, cartridges, and service vehicle supplies for the 2nd Quarter for official use of of PSA RSSO V.
Solicitation	2023-05-047-CRASD
Location	PSA RSSO V
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 193,856.76
Contract Duration	15 days upon receipt of Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00PM, June 07, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi 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 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 Specification	
					YES	NO
Replenishment of various office supplies, janitorial supplies, cartridges, and service vehicle supplies for the 2nd Quarter for official use of of PSA RSSO V.						
LOT 1: Office Supplies						
Battery, AA	packs	30	P _____	P _____	()	()
Bond/Book paper, short, 80gsm	ream	30	P _____	P _____	()	()
Bond/Book paper, A4, 80 gsm	ream	30	P _____	P _____	()	()
CLIP, backfold, 19mm	boxes	18	P _____	P _____	()	()
CLIP, backfold, 25mm	boxes	18	P _____	P _____	()	()
CLIP, backfold, 32mm	boxes	18	P _____	P _____	()	()
CLIP, backfold, 50mm	boxes	18	P _____	P _____	()	()
Correction Tape	pcs.	30	P _____	P _____	()	()
Data File Box, red	pcs.	30	P _____	P _____	()	()
Data File Box, blue	pcs.	30	P _____	P _____	()	()
Data File Box, green	pcs.	30	P _____	P _____	()	()
Electrical tape, 1/2 inch	pcs.	6	P _____	P _____	()	()
Envelope, expanding, legal	pcs.	500	P _____	P _____	()	()
Face Mask, surgical	boxes	39	P _____	P _____	()	()
Face Mask, KF94	packs	50	P _____	P _____	()	()
Folder, pressboard, legal, 100 pieces per pack	packs	10	P _____	P _____	()	()
Folder, expanding, legal	pcs.	500	P _____	P _____	()	()
Notebook, stenographer	pcs.	36	P _____	P _____	()	()
Paper clip, vinyl/plastic coat, length: 50mm min	boxes	30	P _____	P _____	()	()
Pencil No. 2, lead, w/ eraser, wood cased, hardness: HB	pcs.	36	P _____	P _____	()	()
Philippine National Flag, standard size	pcs.	6	P _____	P _____	()	()
Sign Pen, '0.7, black	pcs.	36	P _____	P _____	()	()
Sign Pen, '0.5, black	pcs.	36	P _____	P _____	()	()
Sticky Note 1"x3"	pads	15	P _____	P _____	()	()
Sticky Note 2"x3"	pads	15	P _____	P _____	()	()
Sticky Note 3"x3"	pads	15	P _____	P _____	()	()
Sticky Note 3"x4"	pads	15	P _____	P _____	()	()
Double sided tape, 1 inch	pcs.	6	P _____	P _____	()	()
Tape Dispenser, big	pcs.	3	P _____	P _____	()	()
Plastic twine	rolls	4	P _____	P _____	()	()
LOT 2: Janitorial Supplies						
Air freshener, aerosol, 280ml	cans	24	P _____	P _____	()	()
Alcohol, 70% ethyl	gal	5	P _____	P _____	()	()
Bleach Cleaner	bot	12	P _____	P _____	()	()
Broom, soft	pcs.	6	P _____	P _____	()	()
Detergent powder	pouch	5	P _____	P _____	()	()
Dishwashing liquid, 250 ml	bot	5	P _____	P _____	()	()
Fabric conditioner, 1000ml	bot	12	P _____	P _____	()	()
Glass Cleaner	bot	6	P _____	P _____	()	()
Gloves	boxes	6	P _____	P _____	()	()
Insect-killer, 500ml, aerosol	bot	6	P _____	P _____	()	()

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specification	
					YES	NO
Muriatic Acid, 1 gallon	bot	6	P _____	P _____	()	()
Rags	bundle	3	P _____	P _____	()	()
Tissue Paper, Facial	boxes	25	P _____	P _____	()	()
Toilet Bowl Cleaner	pcs.	6	P _____	P _____	()	()
Toilet Deodorizer, Albatros	pcs.	18	P _____	P _____	()	()
Trash Bag, green, XL	packs	10	P _____	P _____	()	()
Trash Bag, red, XL	packs	10	P _____	P _____	()	()
Trash Bag, blue, XL	packs	10	P _____	P _____	()	()
Trash Bag, yellow, XL	packs	10	P _____	P _____	()	()
Trash Bin, small	pcs.	6	P _____	P _____	()	()
	0	0	P _____	P _____	()	()
LOT 3: Cartridges	0	0	P _____	P _____	()	()
Ink Cartridge for L4260 Printer, Black	cart	7	P _____	P _____	()	()
HP 107A, Printer Hp Laser 107a	cart	9	P _____	P _____	()	()
HP 76A, for HP LaserJet Pro models M404 and M428.	cart	3	P _____	P _____	()	()
LOT 4: Service vehicles supplies						
Car freshner	pcs.	18	P _____	P _____	()	()
Car Wipe Chamois	pcs.	12	P _____	P _____	()	()
Tire black, moisturizing tire lotion 3800ml	gal	1	P _____	P _____	()	()
Pranella cloth	pcs.	12	P _____	P _____	()	()
WD 40 Rust remover	cans	6	P _____	P _____	()	()
Wash and Wax, Hi-foam wash protection,2000ml	gal	1	P _____	P _____	()	()
Protectant, Sun sheild, 3800ml	gal	1	P _____	P _____	()	()
Nothing Follows						
For official use of PSA RSSO V			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/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 Convasser: _____ ELSIE M. DELARAMA