




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 Procurement of Office and Other Supplies for 2023 ULAF for Sorsogon Provincial Statistical Office with the following details:

Name of Project	Procurement of Office and Other Supplies for 2023 ULAF
Solicitation	2023-06-043-SR
Location	PSA Sorsogon Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 7,770.00
Contract Duration	

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **1:00 pm on July 3, 2023** at **PSA Sorsogon, 2nd/3rd Flr. Clemente Bldg., Garcia St., Sulucan, Sorsogon 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. 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
Procurement of Office and Other Supplies for 2023 ULAF						
Bond paper, A4, multipurpose, 70 gsm	reams	2	P _____	P _____	()	()
Bond paper, legal, multipurpose, 70 gsm	reams	3	P _____	P _____	()	()
Printer Ink, 003, black	pcs	2	P _____	P _____	()	()
Printer Ink, 003, cyan	pcs	1	P _____	P _____	()	()
Printer Ink, 003, magenta	pcs	1	P _____	P _____	()	()
Printer Ink, 003, yellow	pcs	1	P _____	P _____	()	()
Notebook with spring, 80 leaves	pcs	17	P _____	P _____	()	()
Ballpen, black	pcs	34	P _____	P _____	()	()
Pencil, #2	pcs	34	P _____	P _____	()	()
ID Jacket /Holder	pcs	17	P _____	P _____	()	()
ID Lace	pcs	17	P _____	P _____	()	()
Facemask, KF 94, 10 pcs/pack	pcs	35	P _____	P _____	()	()
Alcohol, isopropyl, 60 ml	bottle	35	P _____	P _____	()	()
			Total			
For official use of PSA-Sorsogon xxxx				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 Convasser: _____