



## 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 the Regular Office and Other Supplies, Inks and Toners for PSA-Sorsogon with the following details:

<b>Name of Project</b>	Regular Office and Other Supplies, Inks and Toners
<b>Solicitation</b>	2023-07-051-SR
<b>Location</b>	PSA Sorsogon Provincial Statistical Office
<b>Brief Description</b>	(See Bid Form, <i>Page 2</i> )
<b>Quantity</b>	(See Bid Form, <i>Page 2</i> )
<b>Approved Budget for the Contract (ABC)</b>	Php 334,690.00
<b>Contract Duration</b>	10 days after receipt of Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **1:00 pm on July 24, 2023** at **PSA Sorsogon, 2nd/3rd Flr. Clemente Bldg., Garcia St., Sulucan, Sorsogon 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
<b>Procurement of Regular Office and Other Supplies, Inks and Toners</b>						
<b>Lot 1: ABC - P71,140.00</b>						
Ballpen, ordinary, black	pc	50	P_____	P_____	( )	( )
Ballpen, ordinary, blue	pc	50	P_____	P_____	( )	( )
Certificate Holder, A4	pc	50	P_____	P_____	( )	( )
Certificate Holder, long	pc	50	P_____	P_____	( )	( )
Clip, backfold, all-metal, 19mm	box	25	P_____	P_____	( )	( )
Clip, backfold, all-metal, 25mm	box	25	P_____	P_____	( )	( )
Clip, backfold, all-metal, 38mm	box	25	P_____	P_____	( )	( )
Clip, backfold, all-metal, 50mm	box	25	P_____	P_____	( )	( )
Correction tape, base typed, UL 6m min	pc	25	P_____	P_____	( )	( )
Daily Time Records, Form 48	reams	50	P_____	P_____	( )	( )
Envelope, ddocumentary, legal size	box	1	P_____	P_____	( )	( )
Envelope, expanding, kraftboard, long, with string	box	1	P_____	P_____	( )	( )
Envelope, plastic with handle, long	pcs	50	P_____	P_____	( )	( )
Fastener, metal, non-sharp edges	box	25	P_____	P_____	( )	( )
Fastener, plastic, 70mm between prongs	box	25	P_____	P_____	( )	( )
Marker, permanent, felt-tip, bullet type, black	pc	25	P_____	P_____	( )	( )
Marker, white board, felt-tip, bullet type, black	pc	36	P_____	P_____	( )	( )
Notebook, refill	packs	10	P_____	P_____	( )	( )
Notebook, stenographer	pc	25	P_____	P_____	( )	( )
Paper, multi-purpose, A4	reams	50	P_____	P_____	( )	( )
Paper, multi-copy, 80gsm, long	reams	50	P_____	P_____	( )	( )
Paper Clip, vinyl/plastic coat, length: 32mm min	box	26	P_____	P_____	( )	( )
Paper Clip, vinyl/plastic coat, length: 48mm min	box	26	P_____	P_____	( )	( )
Sign Pen, black	pcs	50	P_____	P_____	( )	( )
Sign Pen, blue	pcs	50	P_____	P_____	( )	( )
Special Paper, board, white A4 10s	pk	10	P_____	P_____	( )	( )
Sticky Notes with please sign	pc	50	P_____	P_____	( )	( )
Staple wires, heavy duty (26/6)	box	50	P_____	P_____	( )	( )
Tape, masking, width: 24mm	roll	25	P_____	P_____	( )	( )
Tape, transparent, width: 24mm	roll	25	P_____	P_____	( )	( )
Tape, packaging, width: 48mm	roll	10	P_____	P_____	( )	( )
			<b>Total:</b>	P_____		
<b>Lot 2: ABC - P10,250.00</b>						
Alcohol, ethyl, 1 gallon	gallons	10	P_____	P_____	( )	( )
Cleaner, toilet bowl and urinal	bot	15	P_____	P_____	( )	( )
Detergent powder, all-purpose, 1kg	pk	5	P_____	P_____	( )	( )
Dishwashing paste, 500 grams	pc	10	P_____	P_____	( )	( )
Hand soap, liquid, 500ml	bottle	10	P_____	P_____	( )	( )
Dishwashing sponge with scrubber	pcs	10	P_____	P_____	( )	( )
Trashbag, XXL size	bottle	10	P_____	P_____	( )	( )
			<b>Total:</b>	P_____		

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>Lot 3: ABC- P25,300.00</b>						
Ink Refill, 003, Black	pc	30	P_____	P_____	( )	( )
Ink Refill, 003, Cyan	pc	15	P_____	P_____	( )	( )
Ink Refill, 003, Magenta	pc	15	P_____	P_____	( )	( )
Ink Refill, 003, Yellow	pc	15	P_____	P_____	( )	( )
Ink Refill, GT53, Black	pc	2	P_____	P_____	( )	( )
Ink Refill, GT52, Cyan	pc	2	P_____	P_____	( )	( )
Ink Refill, GT52, Magenta	pc	2	P_____	P_____	( )	( )
Ink Refill, GT52, Yellow	pc	2	P_____	P_____	( )	( )
			<b>Total:</b>	P_____		
<b>Lot 4: ABC - P228,000.00</b>						
Toner Cartridge W204DA-416A Black	units	7	P_____	P_____	( )	( )
Toner Cartridge W204DA-416A Magenta	units	5	P_____	P_____	( )	( )
Toner Cartridge W204DA-416A Yellow	units	5	P_____	P_____	( )	( )
Toner Cartridge W204DA-416A Cyan	units	5	P_____	P_____	( )	( )
M404dw printer toner cartridge	units	7	P_____	P_____	( )	( )
Toner, cartridge 325	units	5	P_____	P_____	( )	( )
			<b>Total:</b>	P_____		
<b>For official use of PSA Sorsogon</b> XXXXX			<b>Total</b>	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

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Printed Name and Signature of Convasser: \_\_\_\_\_