



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake SHOPPING as Alternative Mode of Procurement for procuring the Regular Office and Other Supplies for PSA Sorsogon with the following details:

Name of Project	Procurement of Regular Office and Other Supplies
Solicitation	2023-11-091-SR
Location	PSA Sorsogon
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 155, 799.66
Contract Duration	15 days upon receipt of the Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **08:00AM, November 14, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City**.


CECILLE A. BRIONES
BAC 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 Specifications (please check)	
					YES	NO
Procurement of Regular Office and Other Supplies						
LOT 1						
ABC: 143,349.66						
Clip, Backfold, metal clamping 32 mm	box	20	P _____	P _____	()	()
Clip, Backfold, metal clamping 50 mm	box	20	P _____	P _____	()	()
Clip, Backfold, metal clamping 19 mm	box	20	P _____	P _____	()	()
Clip, Backfold, metal clamping 25 mm	box	20	P _____	P _____	()	()
Paper clip, vinyl/plastic coat, length: 32 mm	box	10	P _____	P _____	()	()
Pencil Sharpener, single, plastic	box	5	P _____	P _____	()	()
Pencil, lead with eraser	box	10	P _____	P _____	()	()
Sign Pen, Black, liquid/gel ink, 0.5 mm needle tip	box	5	P _____	P _____	()	()
Sign Pen, Blue, liquid/gel ink, 0.5 mm needle tip	box	5	P _____	P _____	()	()
Notebook, refill	packs	10	P _____	P _____	()	()
Photopaper, A4	packs	20	P _____	P _____	()	()
Specialty paper, A4	packs	20	P _____	P _____	()	()
Sticker paper, A4	packs	20	P _____	P _____	()	()
Correction tape	pcs	20	P _____	P _____	()	()
Envelope Bag, plastic with handle, long	pcs	50	P _____	P _____	()	()
Folder, long	pcs	100	P _____	P _____	()	()
Glue, all purpose, gross weight: 2022 grams min	pcs	5	P _____	P _____	()	()
ID lanyard	pcs	100	P _____	P _____	()	()
Record Book, 500 pages, size: 214mmx 278mm min	pcs	10	P _____	P _____	()	()
Tape, masking width: 24 mm	pcs	20	P _____	P _____	()	()
Tape, transparent width: 24 mm	pcs	20	P _____	P _____	()	()
Tape, double sided, 1 in	pcs	5	P _____	P _____	()	()
Bond paper, A4, multipurpose 70 gsm	reams	150	P _____	P _____	()	()
Bond paper, legal, multipurpose 70 gsm	reams	100	P _____	P _____	()	()
Bond paper, A4, 100 gsm	reams	100	P _____	P _____	()	()
Plastic Cover	yards	2	P _____	P _____	()	()
Ballpen, ordinary, black	pcs	100	P _____	P _____	()	()
Ballpen, ordinary, blue	pcs	100	P _____	P _____	()	()
Certificate holder, A4	pcs	50	P _____	P _____	()	()
Certificate holder, long	pcs	50	P _____	P _____	()	()
Stapler, standard type, load cap: 200 staples min	pcs	5	P _____	P _____	()	()
Alcohol, ethyl, 68 %-70 %, scented, 500 ml(-5ml)	bottle	20	P _____	P _____	()	()
Laminating pouch film, 250 microns, 3R size (95x135 mm)	packs	20	P _____	P _____	()	()
LOT 2						
ABC: 12,450.00						
Padlock	pcs	10	P _____	P _____	()	()
Light-Emitting Diode (LED) Light Bulb, 6 watts	pcs	50	P _____	P _____	()	()
xxxxx			Total	P _____		
				Total amount in words:		

For official use of PSA Sorsogon						

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
Philgeps Number: _____

Printed Name and Signature of Canvasser: _____