



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 official use of PSA RSSO V with the following details:

Name of Project	Replenishment of Additional Ink/Toners for Reproduction of Forms for 2022 CAF LOT 1
Solicitation	2023-11-144-SOCD
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 178,600.00
Contract Duration	Within 5-10days upon receipt of Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **01:00PM, November 23, 2023** at the **2/F PSA Building, Regional Government Center, Rawls, Legazpi City**.


CECILLE A. BRIONES
RBAC Chairperson 11/17/23

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 Additional Ink/Toners for Reproduction of Forms for 2022 CAF						
Lot 1			ABC:	178,600.00		
Genuine Toner-Brother TN2480 (for DCP L2550DW printer)	cart	3	P _____	P _____	() ()	()
Genuine Ink, GT 53 black	bottle	1	P _____	P _____	() ()	()
Genuine Ink BT6000BK	botte	1	P _____	P _____	() ()	()
Genuine Toner Cartridge, HP85A, Black	cart	20	P _____	P _____	() ()	()
Genuine Ink, Epson 003 Black, 65 ml	bottle	35	P _____	P _____	() ()	()
Genuine Ink, Epson 003 Magenta, 65 ml	bottle	6	P _____	P _____	() ()	()
Genuine Ink, Epson 003 Yellow, 65 ml	bottle	6	P _____	P _____	() ()	()
Genuine Ink, Epson 003 Cyan, 65 ml	bottle	6	P _____	P _____	() ()	()
Genuine Epson 774, black, Pigment Ink xxxxx	bottle	118	P _____	P _____	() ()	()
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
 Philgeps Number: _____

Printed Name and Signature of Canvasser: _____