



## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Mode of Procurement of Office Supplies for 1st Quarter 2024 (Regular) for PSA Masbate PSO.

<b>Name of Project</b>	Procurement of Office Supplies for 1st Quarter 2024 (Regular) for PSA Masbate PSO.
<b>Solicitation</b>	2024-01-004-MT
<b>Location</b>	PSA Masbate PSO, City of Masbate, Masbate
<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 72,055.00
<b>Contract Duration</b>	January 2024

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than 10:00 AM on January 12, 2024 at PSA Masbate PSO, Ten-7 Bldg., Mabini St., City of Masbate, Masbate.

  
**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
  3. ITR
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 Office Supplies for 1st Quarter 2024 (Regular) for PSA Masbate PSO with the following details;</b>						
Paper, multicopy Legal, 80gsm, size;216mm x 330mm	ream	50	P_____	P_____	( )	( )
Paper, multicopy A4, 80gsm, 500 sheets/ream	ream	95	P_____	P_____	( )	( )
Ballpen, black	pc	100	P_____	P_____	( )	( )
Pencil, lead with eraser	pc	150	P_____	P_____	( )	( )
Sign pen, black, liquid/gel ink, 0.5mm needle tip	pc	30	P_____	P_____	( )	( )
Brown folder, with tab, legal, 100 pcs/pack	pack	8	P_____	P_____	( )	( )
Binder clip, all metal, clamping: 50mm	box	50	P_____	P_____	( )	( )
Binder clip, all metal, clamping: 32mm	box	50	P_____	P_____	( )	( )
Fastener, Plastic, long size (70mm) 50 sets/box	box	20	P_____	P_____	( )	( )
Paper clip, vinyl/plastic coated, 50mm	box	30	P_____	P_____	( )	( )
Staple wire, standard, #35	box	15	P_____	P_____	( )	( )
Tape, transparent, width: 24mm	roll	30	P_____	P_____	( )	( )
Tape, transparent, width: 48mm	roll	50	P_____	P_____	( )	( )
Tape, packaging, width: 48mm	roll	50	P_____	P_____	( )	( )
<i>For official use of PSA-Masbate PSO xxxxx</i>						
			<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.: \_\_\_\_\_

Date: \_\_\_\_\_

Do you have Mayor's/Business Permit ? \_\_\_Yes \_\_\_No

Philgeps Registration? \_\_\_Yes \_\_\_No

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LBP Account Number of Establishment: \_\_\_\_\_

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