



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 Modes of Procurement for official use of PSA Camarines Sur with the following details:

<b>Name of Project</b>	Procurement of office supplies for January-March 2024 AgStat Survey/Regular of PSA Camarines Sur PSO.
<b>Solicitation</b>	2024-02-018-CS
<b>Location</b>	PSA Camarines Sur
<b>Brief Description</b>	<i>Office Supplies and toners/cartridges</i>
<b>Quantity</b>	<i>see page 2 for details</i>
<b>Approved Budget for the Contract (ABC)</b>	Php 62,300.00
<b>Contract Duration</b>	10 days upon receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00AM, February 20, 2023** at the **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga 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. 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 supplie
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
<b>Procurement of office supplies for January-March 2024 AgStat Survey/Regular of PSA Camarines Sur PSO.</b>						
<b>Lot 1: Office Supplies ABC - Php24,700.00</b>						
Board paper, letter, 185gsm, 10pcs/pack, color: white	pack	10	P _____	P _____	( )	( )
Ballpen, black, ballpoint:0.5mm	pcs	150	P _____	P _____	( )	( )
Paper, multipurpose, 80gsm, substance 24, size 210mmx297 (A4)	ream	50	P _____	P _____	( )	( )
Paper, multipurpose, 80gsm, substance 24, size 216mmx330 (legal)	ream	25	P _____	P _____	( )	( )
Pencil, lead with eraser, no. 2	pcs	150	P _____	P _____	( )	( )
Envelope, long size, brown	pcs	50	P _____	P _____	( )	( )
Sharpener, small, metal, single	pcs	50	P _____	P _____	( )	( )
Alcohol, ethyl 70%, 150ml	bottle	30	P _____	P _____	( )	( )
<b>Lot 2: Toner/Cartridge (ABC - Php37,600.00)</b>						
Toner Cartridge, HP CE285a (HP85A), black	cart	7	P _____	P _____	( )	( )
Toner Cartridge, HP76a, black	cart	1	P _____	P _____	( )	( )
**Nothing Follows**						
			<b>Total</b>	P _____		
				Total amount in words:		
For official use of PSA Camarines Norte						

**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 No./Fax 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: \_\_\_\_\_