




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	Procurement of various Office Supplies, Inks and Toners, Janitorial Supplies, and Kitchen wares of PSA RSSO V for the 1st Quarter of 2024 (LOTS 1 - 4)
Solicitation	2024-03-054-CRASD
Location	PSA RSSO V
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 192,970.00
Contract Duration	15 days upon receipt of Purchase Order

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than 12:00PM, March 15, 2024 at the 2/F PSA Building, Regional Government Center, Rawis, Legazpi 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 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 various Office Supplies, Inks and Toners, Janitorial Supplies, and Kitchen wares of PSA RSSO V for the 1st Quarter of 2024 (LOTS 1 - 4)						
LOT 1 - OFFICE AND JANITORIAL SUPPLIES						
ABC: Php 61,430.00						
Battery, AA, 4 pcs/pack	pack	30	P _____	P _____	()	()
Battery, AAA, 4 pcs/pack	pack	20	P _____	P _____		
Bond paper, multi copy, long, 80gsm	ream	30	P _____	P _____		
Bond paper, multi copy, short, 80gsm	ream	30	P _____	P _____		
Bond paper, multi copy, A4, 80gsm	ream	30	P _____	P _____		
Certificate Holder, A4	piece	30	P _____	P _____		
Correction Tape	piece	50	P _____	P _____		
Sticky Note 1"x3", 4 pads/pack	pad	20	P _____	P _____		
Stick-On Notes, Fluorescent Pad, Size: 0.5 X 1.7", 10 x 25 sheets	pack	50	P _____	P _____		
Specialty Paper, A4, 200 GSM, white	pack	30	P _____	P _____		
Marking Pen, permanent, 12 pcs/box	box	3	P _____	P _____		
Sign Pen, '0.7, black, 12 pcs/box	box	3	P _____	P _____		
Sign Pen, '0.5, black, 12 pcs/box	box	3	P _____	P _____		
Marker, 'Faber Castell Multimark 1513	piece	6	P _____	P _____		
Sticker Paper, A4	pack	50	P _____	P _____		
Stapler, 23/13	piece	2	P _____	P _____		
Staple Wire #35	box	50	P _____	P _____		
Paper Fastener, metal	box	50	P _____	P _____		
Philippine Flag, standard size	piece	6	P _____	P _____		
Laminating Film	roll	1	P _____	P _____		
Notarial Seal, # 25 Gold	box	30	P _____	P _____		
LOT 2 - TONERS, INKS AND CARTRIDGES						
ABC : Php 110,600.00						
Toner cartridge, HP CB435A, Black	cart	5	P _____	P _____		
Toner cartridge, HP CE285A (HP85A), Black	cart	8	P _____	P _____		
Ink cartridge 79A for HP Laserjet Pro M12a printer	cart	9	P _____	P _____		
HP 107A, Monochrome Printer	cart	6	P _____	P _____		

LOT 3 - JANITORIAL SUPPLIES

ABC: Php 9,000.00

Detergent powder	pouch	12	P _____	P _____
TRASHBAG. black, 37"x 40". XL. 10 pieces per roll or pack	pack	18	P _____	P _____
Disposable Gloves	box	10	P _____	P _____
Glass Cleaner stainless wiper	piece	2	P _____	P _____
Pail, 12L	piece	6	P _____	P _____
Trash Can w/ swing Lid, 12L	piece	6	P _____	P _____
Water Dipper	piece	6	P _____	P _____

LOT 4 - KITCHEN WARE

ABC : Php 11,940.00

8 inches Chef Knife	piece	3	P _____	P _____
Plate, High Quality, Plastic	piece	36	P _____	P _____
Dish Keeper	piece	1	P _____	P _____
Drinking Glass	piece	24	P _____	P _____
Spoon	dozen	2	P _____	P _____
	dozen	2	P _____	P _____
Fork	piece	4	P _____	P _____
Serving Tray	piece	3	P _____	P _____
Serving Spoon	piece	1	P _____	P _____
Tong, stainless				

XXXXX

Total

P _____
Total amount in words:

For official use of PSA RSSO V

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

Printed Name and Signature of Canvasser: _____