



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 PSO Sorsogon with the following details:

Name of Project	Procurement of Office Supplies for 2023 CPBI
Solicitation	2024-04-019-SR
Location	PSO 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 2,700.00
Contract Duration	April 2024

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00 pm on 10 April 2024** at the **PSA Sorsogon, 2/F Clemente Building, Garcia St., Sulucan, Sorsogon 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. 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 Permit
 2. PhilGEPS Registration Number
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
Procurement of Office Supplies for 2023 CPBI						
Lot 1						
Book Paper 8.5x11" 70/80gsm	reams	1	P_____	P_____	()	()
Book Paper 8.5x14" 70/80gsm	reams	1	P_____	P_____	()	()
Ballpen, black	pcs	5	P_____	P_____	()	()
Pencil	pcs	2	P_____	P_____	()	()
Sharpener	pcs	1	P_____	P_____	()	()
ID Jacket w/ lace for hired SRs	pcs	5	P_____	P_____	()	()
Alcohol @ 500ml	bot	1	P_____	P_____	()	()
Ink for Printer						
L3250, black	bot	1	P_____	P_____	()	()
L3250, yellow	bot	1	P_____	P_____	()	()
L3250, magenta	bot	1	P_____	P_____	()	()
L3250, cyan	bot	1	P_____	P_____	()	()
Lot 2						
Streamers 3x6ft	pc	2	P_____	P_____	()	()
xxxxx			Total			
For official use of PSA Sorsogon				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.: _____

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: _____