



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 Supplies/Materials for the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS)
Solicitation	2024-09-060-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 22,670.00 Lot 1: 20,720.00 Lot 2: 1,950.00
Contract Duration	10 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 **12:00 pm on 24 September 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 Supplies/Materials for the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS)

Lot 1 (ABC: 20,720.00)

Ballpen, black	piece	40	P _____	P _____	()	()
Folder, legal, white	piece	50	P _____	P _____	()	()
ID Lace	piece	40	P _____	P _____	()	()
Magnifying Glass	piece	40	P _____	P _____	()	()
Marker, permanent, black	piece	40	P _____	P _____	()	()
Notebook, A5, refill	pack	80	P _____	P _____	()	()
Pencil	box	22	P _____	P _____	()	()
Pencil Sharpener, small, single/metal/plastic/double hole	piece	40	P _____	P _____	()	()
Plastic Envelope w/ handle	piece	40	P _____	P _____	()	()
Bond Paper, A4, multipurpose, 70gsm	ream	10	P _____	P _____	()	()
Bond Paper, legal, multipurpose, 80gsm	ream	5	P _____	P _____	()	()
Sub Total:				P _____		

Lot 2 (ABC: 1,950.00)

Ink Refill, 003, black	bottle	10	P _____	P _____	()	()
Ink Refill, 003, cyan	bottle	10	P _____	P _____	()	()
Ink Refill, 003, magenta	bottle	10	P _____	P _____	()	()
Ink Refill, 003, yellow	bottle	10	P _____	P _____	()	()
Sub Total:				P _____		

xxxxx

For official use of PSA Sorsogon

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: _____

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: _____