



### 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 Catanduanes with the following details:

<b>Name of Project</b>	Procurement of Office Supplies for the 2024 FLEMMS Hiring, Training, Enumeration, and Post Enumeration Activities
<b>Solicitation</b>	2024-09-096-CT
<b>Location</b>	PSA Catanduanes Provincial Statistical Offices
<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 32,000.00
<b>Contract Duration</b>	5 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 **1:00 pm on 24 September 2024** at **PSA Catanduanes PSO, BL Jastrid Bldg., Cavinitan, Virac, Catanduanes.**

  
**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:
  - a. Mayor's/Business Permit
  - b. PhilGEPS Registration Number
  - c. 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.
  - d. Terms of Payment shall be made through check payable to the supplier.
  - e. 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 the 2024 FLEMMS Hiring, Training, Enumeration, and Post Enumeration Activities</b>						
Pencil, no. 2 (4 pcs per EN)	pc	40	_____	_____	( )	( )
Sharpener, Metal	pc	40	_____	_____	( )	( )
Eraser	pc	40	_____	_____	( )	( )
Ballpen, Black, with Alcohol spray	pc	40	_____	_____	( )	( )
Magnifying glass, 5x80mm, with 5x magnification	pc	40	_____	_____	( )	( )
Bondpaper, Legal Size	ream	3	_____	_____	( )	( )
Bondpaper, A4 Size	ream	3	_____	_____	( )	( )
Toner Cartridge, HP 416A, Black	pc	1	_____	_____	( )	( )
Toner Cartridge, HP 416A, Yellow	pc	1	_____	_____	( )	( )
Toner Cartridge, HP 416A, Cyan	pc	1	_____	_____	( )	( )
XXXXXX For official use of PSA-Catanduanes			<b>Total</b>	_____		
				<b>Total amount in words:</b>		
				_____		
				_____		
				_____		

**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

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