



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office - Marinduque** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement– **Shopping** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	Procurement of Office Supplies for the First Quarter of 2025 (January to February)
Solicitation	2024-11-0946
Place of Delivery	Boac, Marinduque
Brief Description	Office Supplies
Quantity	96 Items
Approved Budget for the Contract (ABC)	P 238,945.50
Date of Delivery	December 7-27, 2024

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 9:00 AM on Monday, December 02, 2024** at PSA PSO Marinduque.

Received by:

Name and Signature: _____

Company: _____

Date: _____

VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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 the First Quarter of 2025 (January to March)						
Alcohol, 500 ml, Isoprophyl 70% with Moisturizer	bottle	47			()	()
Alcohol with Moisturizer Sprayer, 70 % Solution, 500 ml	bottle	14			()	()
Interfolded Tissue Paper	pack	34			()	()
Ballpen, black, 0.5 mm	pc	99			()	()
Battery, AA	pc	82			()	()
Battery, 9V	pc	14			()	()
Vellum Board Paper, 8.3x11 white 220 gsm, 10 sheets per pack	pack	34			()	()
Vellum Board Paper, 8.3x11.7 white 220 gsm, 10 sheets per pack	pack	44			()	()
Vellum Board Paper, 8.3x13 white 220 gsm, 10 sheets per pack	pack	27			()	()
Brother DCP-T20DW INK TANK (BT 5000 Magenta)	bottle	8			()	()
Brother DCP-T20DW INK TANK (BT 5000 Cyan)	bottle	8			()	()
Brother DCP-T20DW INK TANK (BT 5000 Yellow)	bottle	8			()	()
Brother DCP-T20DW INK TANK (BT D60 Black)	bottle	14			()	()
Cable Holder, Gray, Material: Rubber, Shape: spring sleeve twine model: Rope winding machine size: 22 mm/1 m Capacity: can hold 4 power cords + mouse cables	meter	70			()	()
Carbon Paper 100/pack black, Long	pack	1			()	()
Cartolina, yellow	pc	40			()	()
Cartolina, orange	pc	40			()	()
Cartolina, green	pc	40			()	()
Cartolina, blue	pc	40			()	()
Cartolina, red	pc	40			()	()
Cartolina, pink	pc	40			()	()
Cartolina, peach	pc	40			()	()
Cartolina, violet	pc	40			()	()
CD RW with case	pc	4			()	()
Certificate Jacket A4	pc	34			()	()



Certificate Jacket short	pc	7			()	()
Clip, Backfold 15 mm	box	14			()	()
Clip, Backfold 1 inch	box	12			()	()
Clip, Backfold 32 mm	box	5			()	()
Clip, Backfold 2 inches (51 mm)	box	16			()	()
Clip, Backfold 1.6 inches (41 mm)	box	8			()	()
Correction Tape, champion, 5mm x 10 mm	pc	38			()	()
DTR	pad	12			()	()
Envelope, brown long	pc	194			()	()
Expanded Envelope, brown	pc	14			()	()
Envelope, mailing, size: 9.48" x 4.13", plain white, 500 pcs/box	box	3			()	()
Envelope, plastic,zipper lock with handle long	pc	27			()	()
Epson 004, Premium Ink, Black 65ml	bottle	5			()	()
Epson 004, Premium Ink, Yellow 65ml	bottle	4			()	()
Epson 004, Premium Ink, Cyan 65ml	bottle	4			()	()
Epson 004, Premium Ink, Magenta 65ml	bottle	4			()	()
Epson 774, Premium Pigment Ink, Black 140 ml	bottle	7			()	()
Extension Wire 25 meters	pc	2			()	()
Extension Wire 10 meters	pc	5			()	()
Fastener, plastic	box	8			()	()
Folder, white, long	pc	40			()	()
Folder, white, short	pc	20			()	()
Folder, clear, short	pc	7			()	()
Folder, clear, A4	pc	27			()	()
Glue 130 gms	pc	14			()	()
Hardbound, Expanded Folder Long, blue	pc	40			()	()
Hardbound, Expanded Folder Long, orange	pc	100			()	()
Hardbound, Expanded Folder Long, red	pc	40			()	()
Hardbound , Expanded Folder Long, yellow	pc	40			()	()
Hardbound , Expanded Folder Long,green	pc	40			()	()
Japanese Cord 4mm/36 yards	pc	2			()	()
Laminating Film, 222mm x 337mm, 250 mic, 100 pcs/box	box	4			()	()
Magazine File Box, Long with Division 23cmx24.5cmx39cmx12cm (Black)	pc	24			()	()
Office Storage Box with Lid, with plastic pocket for lable, Legal, Navy Blue or Black, made from premium quality thick paper materials	pc	17			()	()
Acrylic Leaflet Stand A4 size	pc	10			()	()
3 Tier Acrylic Brochure Holder 8.5 x 11 inch, Clear Literature Organizer Magazine Stand with Removable Divider for 4 x 9 inch Brochures, Magazine Holder, Fyler Holder	pc	7			()	()
Magnetic Certificate Holder A4	pc	17			()	()
Paper Clip, small, vinyl, coated	box	20			()	()



Paper Clip, big, vinyl, coated	box	20			()	()
Paper, Multi-Purpose, short 80 gsm	ream	14			()	()
Paper, Multi-Purpose A4 80 gsm	ream	14			()	()
Paper, Multi-Purpose Long 80 gsm	ream	14			()	()
Paper, Multi-Purpose A4 100 gsm	ream	10			()	()
Paper, Multi-Purpose, short 70 gsm	ream	20			()	()
Paper, Multi-Purpose A4 70 gsm	ream	67			()	()
Paper, Multi-Purpose Long 70 gsm	ream	60			()	()
Pay Envelope	box	2			()	()
Pen Holder (2 Ballpen with Stand)	pc	4			()	()
Puncher, Heavy Duty	pc	1			()	()
Record Book, 8.5 x 11 inches, 300 pages	pc	2			()	()
Record Book 300 pages small	pc	3			()	()
Shoelace, black, round,	pair	47			()	()
Sharpener, heavy duty	pc	1			()	()
Sign pen Black 0.5 mm	pc	25			()	()
Sign pen Blue 0.5 mm	pc	8			()	()
Sign pen Red 0.5 mm	pc	4			()	()
Sign pen Black (My Gel) 0.5 mm, Refill	pc	10			()	()
Stamp Pad Ink , violet	pc	6			()	()
Staple Wire #35 , 5000 staples/box	box	12			()	()
Sticker Paper,Matte, A4	pack	14			()	()
Sticky Note 76 mm x 76 mm	pad	26			()	()
Sticky Note 76 mm x 127 mm	pad	9			()	()
Sticky Note 0.6 x 2 inches	pad	14			()	()
Sticky Note, Arrowtag, plastic, 125 sheets	pack	32			()	()
Storage Box 34 L	pc	2			()	()
Storage Box Dimension: Length: 73 cm x Width: 51 cm x height: 44 cm 100 liters	pc	11			()	()
Tape Dispenser, heavy duty	pc	4			()	()
Tape, double adhesive	pc	10			()	()
Tape, double sided foam tape (18mm x 1 m)	pc	17			()	()
Tape, transparent 24 mm x 50 m	pc	28			()	()
Tape, packaging, 48mm x 50 m	pc	4			()	()
TOTAL						

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature_____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No. _____

Date: _____



2/F Emerald Building, J.P. Rizal St., Calapan City, Oriental Mindoro
 Telephone: (043) 288-9744 / (043) 470-0598
 Telefax: (043) 441-7371 / (043) 470-0716 / (043) 286-7491
 rssomimaropa@psa.gov.ph

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


MARY MICHELLE M. MACUTONG

Canvasser

