



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGION V – BICOL

**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:

<b>Name of Project</b>	Replenishment of Supplies for the 2024 Consumer Expectations Survey Lots 1 and 2
<b>Solicitation</b>	2024-12-152-SOCD
<b>Location</b>	PSA RSSO V
<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 59,855.00
<b>Contract Duration</b>	3 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 **8:00AM, December 23, 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
  3. Certificate as authorized reseller of original equipment manufacturer
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
<b>Replenishment of Supplies for the 2024 Consumer Expectations Survey</b>						
<b>Lot 1 - Supplies</b>			<b>ABC:</b>	<b>22,075.00</b>		
Bondpaper, A4 80gsm	ream	60	P_____	P_____	( )	( )
Sticker Paper, A4, white, 10s	pack	12	P_____	P_____	( )	( )
Photopaper, A4, glossy, 10s	pack	5	P_____	P_____	( )	( )
Tape, packaging, 1", 30m	roll	12	P_____	P_____	( )	( )
Tape, transparent, 1", 30m	roll	12	P_____	P_____	( )	( )
Ballpen, black, 12s	box	8	P_____	P_____	( )	( )
Paper Cutter, Wooden base, heavy-duty	pc	1	P_____	P_____	( )	( )
Battery, rechargeable, AA, 2s, heavyduty/branded	pc	2	P_____	P_____	( )	( )
Battery charger for AA/AAA, with 4 slots, heavyduty/branded	pack	1	P_____	P_____	( )	( )
Binder clip, 32mm, 12s	box	5	P_____	P_____	( )	( )
Binder clip, 25mm, 12s	box	5	P_____	P_____	( )	( )
<b>Lot 2 - Inks</b>			<b>ABC:</b>	<b>37,780.00</b>		
Genuine Brother Ink BT-D60BK, black	bottle	16	P_____	P_____	( )	( )
Genuine Brother Ink BT-5000, cyan	bottle	8	P_____	P_____	( )	( )
Genuine Brother Ink BT-5000, yellow	bottle	8	P_____	P_____	( )	( )
Genuine Brother Ink BT-5000, magenta	bottle	8	P_____	P_____	( )	( )
Genuine HP Ink, GT 53, black, XL	bottle	10	P_____	P_____	( )	( )
Genuine HP Ink, GT 52, blue	bottle	6	P_____	P_____	( )	( )
Genuine HP Ink, GT 52, yellow	bottle	6	P_____	P_____	( )	( )
Genuine HP Ink, GT 52, magenta	bottle	6	P_____	P_____	( )	( )
Genuine Epson Ink 001, black	bottle	10	P_____	P_____	( )	( )
Genuine Epson Ink 001, cyan	bottle	5	P_____	P_____	( )	( )
Genuine Epson Ink 001, yellow	bottle	5	P_____	P_____	( )	( )
Genuine Epson Ink 001, magenta	bottle	5	P_____	P_____	( )	( )
<i>***nothing follows***</i>						
			Total	P_____		
				Total amount		
				in words:		
				_____		
				_____		
				_____		
				_____		

Proposals shall be in accordance with the Scope of work and Technical Specifications (making use of the following criteria: availability and quality of venue, location and site condition, neighborhood data, quality of food and facilities, and cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with a WEIGHTED AVERAGE of NINETY PERCENT (90%) shall be considered responsive.

**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

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