



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 Masbate with the following details:

Name of Project	Procurement of Office Supplies for 1st Quarter 2025 (Regular)
Solicitation	2025-01-007-MT
Location	PSA Masbate Provincial Statistical Office
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 108,010.00
Contract Duration	7 days upon the receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **1:00pm on January 27, 2024** at **PSA Masbate, Ten-7 Building, Masbate City, Masbate.**


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:
 1. Mayor's/Business 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 1st Quarter 2025 (Regular)						
Paper, Multicopy Legal, 80gsm, size: 216mm x 330 mm	ream	50	_____	_____	()	()
Paper, Multicopy A4, 80gsm, 500 sheets/ream	ream	90	_____	_____	()	()
Colored paper, yellow, short, 250 sheets/pack	ream	30	_____	_____	()	()
Ballpen, black	pc	50	_____	_____	()	()
Pencil, lead with eraser	pc	125	_____	_____	()	()
Sign pen, black, liquid/gel ink, 0.5mm needle tip	pc	72	_____	_____	()	()
Brown Folder, with tab, Legal, 100pcs/pack	pack	4	_____	_____	()	()
Stapler, standard type	pc	10	_____	_____	()	()
Time card, 100pcs per pack	pack	10	_____	_____	()	()
Tape, transparent, width: 24mm*	roll	50	_____	_____	()	()
Tape, transparent, width: 48mm*	roll	50	_____	_____	()	()
Certificate Holder, A4 size	pc	40	_____	_____	()	()
Correction Tape	pc	50	_____	_____	()	()
Notebook, Stenographer	pc	90	_____	_____	()	()
Calculator, Compact	pc	10	_____	_____	()	()
Scissor, symmetrical*	pc	20	_____	_____	()	()
Toner Cartridge, HP CF276A (HP76A), Black	box	6	_____	_____	()	()
xxxxxxxxxxxxxxxxxxxx				Total	_____	
For official use of PSA-Masbate					Total amount in words:	

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: _____