



### REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan** 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;

<b>Name of Project</b>	<b>PSO Palawan Office Supplies and Materials to be used by the Civil Registration Administrative Unit, Philsys Unit and during the conduct of Regular Statistical Surveys (October to December 2024)</b>
<b>Solicitation</b>	<b>2024-10-0778</b>
<b>Place of Delivery</b>	PSA Palawan Puerto Princesa City
<b>Brief Description</b>	<b>Supplies and Materials</b>
<b>Quantity</b>	21 items
<b>Approved Budget for the Contract (ABC)</b>	P 79,685.00
<b>Date of Delivery</b>	November 11, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00AM on Friday, November 01, 2024** at the 2<sup>nd</sup> Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

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
<b>Procurement and Delivery of PSO Palawan Office Supplies and Materials to be used by the Civil Registration Administrative Unit, Philsys Unit and during the conduct of Regular Statistical Surveys (October to December 2024)</b>						
Place Of Delivery : PSA Palawan Puerto Princesa City						
Mode Of Payment: Send Bill						
PAPER, MULTICOPY, A4,80gsm, size: 210mm x 297mm	REAM	100			( )	( )
PAPER, MULTICOPY, LEGAL, 80gsm, size: 216mm x 330mm	REAM	80			( )	( )
Envelope Expanding, Legal size	PIECE	100			( )	( )
PAPER, MULTICOPY, A4,100gsm, size: 210mm x 297mm	REAM	20			( )	( )
Ballpen, Black ink. 0.5mm	PIECE	100			( )	( )
PAPER CLIP, vinyl/plastic coat, length: 32mm min	BOX	24			( )	( )
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	PIECE	12			( )	( )
TAPE, MASKING, width: 48mm (±1mm)	ROLL	6			( )	( )
Trash Bag, Biodegradable (Large, 26in x 32in)	ROLL	40			( )	( )
Lace/Cord	ROLL	6			( )	( )
Bulb Light LED, 10 watts	PIECE	25			( )	( )
Regular Sign Pen, Black	PIECE	12			( )	( )
Sticky Note, Sign Here	PIECE	30			( )	( )
Expanded Folder, Legal	PIECE	50			( )	( )
BROOM, SOFT (TAMBO), weight: 200g min tiger grass	PIECE	2			( )	( )
ID LACE	PIECE	125			( )	( )
ID JACKET (B4)	PIECE	125			( )	( )
SHARPENER	PIECE	24			( )	( )
PLASTIC ENVELOPE	PIECE	38			( )	( )
SPECIALITY PAPER, Legal	REAM	2			( )	( )
CERTIFICATE HOLDER, A4	PIECE	12			( )	( )
<i>*Nothing Follows*</i>						
<b>TOTAL</b>						

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: \_\_\_\_\_

LBP Account No. of Establishment: \_\_\_\_\_ Name of Payee: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Copy of PhilGEPS Registration No.: \_\_\_\_\_

BIR Registration:  VAT  Non-VAT

Canvassed by:

**DENNIS C. HILARIO**  
Canvasser



Certificate No. PMP  
QMS 24 99 0203 - 043



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