

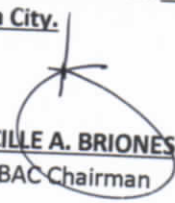


## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Modes of Procurement in procuring Office Supplies and Ink Supplies for Printing of 2025 National Migration Survey (NMS) Questionnaires with the following details:

Name of Project	Office Supplies and Ink Supplies for Printing of 2025 National Migration Survey (NMS) Questionnaires
Solicitation	2025-07-071-CS
Location	PSA Camarines Sur Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 9,955.00
Contract Duration	Ten (10) days upon receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on July 22, 2025** at **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga City.**

  
**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				
<b>Office Supplies and Ink Supplies for Printing of 2025 National Migration Survey (NMS ) Questionnaires</b>										
<b>Lot 1 (Office Supplies) ABC: Php4,275.00</b>										
Paper Multipurpose, 70 gsm, substance 24 size(216mm x 330mm) Legal	ream	10	P _____	P _____	( )	( )				
Paper Multipurpose, 70 gsm, substance 24 size(210mm x 297mm) A4	ream	5	P _____	P _____	( )	( )				
			Total	P _____						
<b>Lot 2 (Ink/Cart Supplies) ABC: Php5,680.00</b>										
EPSON, 005 Black	btl	5	P _____	P _____	( )	( )				
T774 Pigment Ink Bottle, Black (EPSON M105)	btl	4	P _____	P _____	( )	( )				
			Total	P _____						
For official use of PSA Camarines Sur XXXXX			Grand Total	P _____						
				Total amount in words:						
				_____						
				_____						
				_____						
				_____						
				_____						

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