



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 for Replenishment with the following details:

Name of Project	Office Supplies for Replenishment
Solicitation	2024-12-094-AL
Location	PSA Albay Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 120,380.00
Contract Duration	(See Bid Form, Page 2)

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on December 23, 2024** at **PSA Albay, Ground Flr. PSA Bldg., Regional Government Center, Rawis, Legazpi City.**

CECILLE A. BRIONES
RBAC Chairmen

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
Office supplies for replenishment						
Lot 1 ABC: Php 103,940.00						
Fastener, plastic, 50 sets per box	box	100	P_____	P_____	()	()
Fastener, metal, 50 sets per box	box	50	P_____	P_____	()	()
DTR form 48, 500 pcs per pack	pack	48	P_____	P_____	()	()
Staple wire, No. 35	box	24	P_____	P_____	()	()
Stamp pad, purple ink	pc	10	P_____	P_____	()	()
Boardpaper, legal, 100 sheets, 200gsm	pack	24	P_____	P_____	()	()
Laminating film, 200 microns, legal, 100pcs per pack	pack	10	P_____	P_____	()	()
Signpen, black, 0.7,	pc	144	P_____	P_____	()	()
Signpen, black, 0.5	pc	100	P_____	P_____	()	()
Ballpen, ordinary, blue	pc	50	P_____	P_____	()	()
Ballpen, ordinary, black	pc	300	P_____	P_____	()	()
Battery, AA, ordinary	pc	25	P_____	P_____	()	()
Battery, AAA, ordinary	pc	30	P_____	P_____	()	()
Bookpaper, 100gsm, A4 size	ream	100	P_____	P_____	()	()
Bondpaper, 80gsm, A4 size	ream	50	P_____	P_____	()	()
Balikbayan Box, Large, 20x20x20	pc	20	P_____	P_____	()	()
Brown Packaging Tape, 2 inches	pc	10	P_____	P_____	()	()
Nylon Cord/Shoe Lace	roll	10	P_____	P_____	()	()
Packaging Tape	roll	48	P_____	P_____	()	()
Crepe Paper, Red	Roll	2	P_____	P_____	()	()
Crepe Paper, Blue	Roll	2	P_____	P_____	()	()
Crepe Paper, Yellow	Roll	2	P_____	P_____	()	()
Hot Melt Glue Gun	unit	1	P_____	P_____	()	()
Hot Melt Glue Stick	pc	10	P_____	P_____	()	()
				Total	P_____	
Lot 2 ABC: Php 600.00						
Geena Fabric Cloth, Red	yard	5	P_____	P_____	()	()
Geena Fabric Cloth, Blue	yard	5	P_____	P_____	()	()
Geena Fabric Cloth, Yellow	yard	5	P_____	P_____	()	()
				Total	P_____	
Lot 3 ABC: Php 15,840.00						
Dish washing Liquid, 540ml	refill pack	96	P_____	P_____	()	()
Liquid hand soap, 500ml	refill pack	40	P_____	P_____	()	()
				Total	P_____	
For official use of PSA Albay 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: _____