



### 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>	Procurement of various Office Supplies, and Inks and Toners of PSA RSSO V for the 1st Quarter of 2025 (LOTS 1 - 2)
<b>Solicitation</b>	2025-01-011-CRASD
<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 103,505.00
<b>Contract Duration</b>	5 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 **12:00PM, January 17, 2025** 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
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>Procurement of various Office Supplies, and Inks and Toners of PSA RSSO V for the 1st Quarter of 2025 (LOTS 1 - 2)</b>						
<b>LOT 1 - OFFICE SUPPLIES</b>						
<b>ABC: Php 46,805.00</b>						
Ballpen, black, ordinary	piece	36	P _____	P _____	( )	( )
Battery, AA, 4 pcs/pack	pack	36	P _____	P _____		
Bond paper, multi copy, A4, 80gsm	ream	90	P _____	P _____		
Certificate Holder, A4	piece	30	P _____	P _____		
Binder Clip, 19mm	box	9	P _____	P _____		
Binder Clip, 25mm	box	9	P _____	P _____		
Binder Clip, 32mm	box	9	P _____	P _____		
Binder Clip, 50mm	box	9	P _____	P _____		
Colored Paper, A4, assorted, 100 pcs/pack	pack	6	P _____	P _____		
Correction Tape	piece	45	P _____	P _____		
Cutter, big, ordinary	piece	12	P _____	P _____		
Philippine Flag, standard size, thick cloth	piece	6	P _____	P _____		
Glue, all purpose, 130gm	bot	12	P _____	P _____		
Notarial Seal, #25 Gold, 25 pcs/box	box	15	P _____	P _____		
Ribbon, high gloss, red, 50m	roll	12	P _____	P _____		
Photo Paper, glossy, 10 pcs/pack	pack	12	P _____	P _____		
Ruler, 12"	piece	12	P _____	P _____		
Sign Pen, '0.7, black, 12 pcs/box	box	3	P _____	P _____		
Sign Pen, '0.5, black, 12 pcs/box	box	3	P _____	P _____		
Specialty Paper, A4, 180 GSM, Pale Cream	pack	30	P _____	P _____		
Sticky Note 1"x3", 4 pads/pack	pad	50	P _____	P _____		
Sticky Note Pad, Fluorescent Pad, Size: 0.5 X 1.7", 10 x 25 sh	pad	50	P _____	P _____		
Tape, Transparent 1"	roll	36	P _____	P _____		
Tape, Transparent 2"	roll	12	P _____	P _____		
Tape, packaging 2"	roll	12	P _____	P _____		
Tape, double-sided	roll	12	P _____	P _____		
Paper Clip, vinyl coated, 33mm	box	15	P _____	P _____		
Stapler, standard	piece	6	P _____	P _____		
Scissors	pair	12	P _____	P _____		

LOT 2 - TONERS, INKS AND CARTRIDGES						
<b>ABC : Php 56,700.00</b>						
Epson 001, Black	box	14	P _____	P _____	( )	( )
Epson 001, Cyan	box	7	P _____	P _____		
Epson 001, Yellow	box	7	P _____	P _____		
Epson 001, Magenta	box	7	P _____	P _____		
Epson 003, black	bottle	3	P _____	P _____		
Epson 003, yellow	bottle	3	P _____	P _____		
HP GT53 Ink Black	bottle	7	P _____	P _____		
Ink BT D60BK, black	bottle	12	P _____	P _____		
Ink BT5000, Cyan	bottle	12	P _____	P _____		
Ink BT5000, yellow	bottle	12	P _____	P _____		
Ink BT5000, Magenta	bottle	12	P _____	P _____		
HP 680, Black	bottle	3	P _____	P _____		
HP 680, Black	bottle	3	P _____	P _____		
xxxxx						
For official use of PSA RSSO V			<b>Total</b>	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: \_\_\_\_\_

Tel/Fax 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: \_\_\_\_\_