



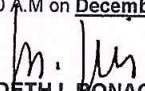
REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
RSSO XIII (Caraga)
REQUEST FOR QUOTATION



The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Office & Janitorial Supplies for RSSO and its Province for 2023 CPBI/IOSPBI and 2024 Popcen-CBMS Operation.**

Name of Project	2023 CPBI/IOSPBI and 2024 Popcen-CBMS Operation
Solicitation	RSSO RFQ No. 2024-12-173
Reference Number	RSSO PR No. 2024-11-219
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: Php 19,930.00; and Lot 2: Php 33,495.00
Date of Delivery	15 days after receipt of Purchase Order

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 9:00 A.M on **December 09, 2024** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.


BERNADETH I. BONACHITA
RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above).
- 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.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Office & Janitorial Supplies for RSSO and its Province for 2023 CPBI/OSPBI and 2024 Popcen-CBMS Operation.						
Lot 1:						
Archfile, 3", Blue Color, Legal size	pcs	30	₱ _____	₱ _____		
Certificate Holder (A4)	pcs	50	₱ _____	₱ _____		
Colored Paper (assorted Colors) Legal	ream	1	₱ _____	₱ _____		
Fastener, Long, plastic	box	13	₱ _____	₱ _____		
Fastener, short, plastic	box	7	₱ _____	₱ _____		
Laid Paper, Color: Cream, Size: A4, 185 gsm, 10 sheets per pack	pack	10	₱ _____	₱ _____		
Laid Paper, Color: White, Size: A4, 185 gsm, 10 sheets per pack	pack	10	₱ _____	₱ _____		
Paper, Multicopy, 80gsm,(short)	reams	25	₱ _____	₱ _____		
Push Pin	box	5	₱ _____	₱ _____		
PVC Cover (A4), 100's	ream	3	₱ _____	₱ _____		
Tape Dispenser	pcs	5	₱ _____	₱ _____		
Tape, Duct Tape 48mm	roll	20	₱ _____	₱ _____		
Lot 2:						
Bleach	gallon	21	₱ _____	₱ _____		
Dishwashing liquid, 250ml	bottle	20	₱ _____	₱ _____		
Dishwashing paste, 400 grams	can	22	₱ _____	₱ _____		
Fabric Conditioner, 25ml	sachet	24	₱ _____	₱ _____		
Glass Cleaner, 1000ml	bottle	15	₱ _____	₱ _____		
Gloves, Rubberized, size L	pair	15	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Multi-Insect Killer Spray (Water-based pray,odorless), 500ml	can	10	P_____	P_____		
Liquid Sosa 1000ml	bottle	20	P_____	P_____		
Sponge	pcs	45	P_____	P_____		
Toilet Bowl Cleaner	bottle	25	P_____	P_____		
Toilet Deodorant Cake	pcs	60	P_____	P_____		
TOTAL AMOUNT IN FIGURES:				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 of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____