



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 **Supplies and Materials** for various **Activities**.

Name of Project	BRAP Operation; Philsys Step 2 and Step 3 Operation; 2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS); and 2023 CPBI/IOSPBI Operation
Solicitation	RSSO RFQ No. 2024-12-178
Reference Number	RSSO PR No. 2024-11-211; RSSO PR No. 2024-11-215; RSSO PR No. 2024-12-221; and RSSO PR No. 2024-12-223
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below.
Quantity	Refer to table below
Mode of Procurement	Shopping
Approved Budget for the Contract (ABC)	Lot 1: Php 5,850.00; Lot 2: Php 7,140.00; and Lot 3: Php 151,385.00
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:

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. Terms of Payment shall be made through check payable to the supplier.
6. 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, and Phil. Government Electronic Procurement System (PhilGEPS) Registration.**
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. 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.
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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Supplies for BRAP Operation; Philsys Step 2 and Step 3 Operation; 2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS); and 2023 CPBI/IOSPBI Operation						
Lot 1:						
Battery, Dry Cell, Size AA, 2's	pack	10	₱ _____	₱ _____		
Battery, Dry Cell, Size AAA, 2's	pack	10	₱ _____	₱ _____		
Heavy Duty Puncher Big with 2 hole guide; Punching Capacity: 30 sheets	pcs	6	₱ _____	₱ _____		
Heavy Duty Stapler with Remover (Big)	pcs	15	₱ _____	₱ _____		
Lot 2:						
Broom (Walis tingting)	pcs	14	₱ _____	₱ _____		
Detergent Powder, all purpose, 1kl/pouch	pouch	21	₱ _____	₱ _____		
Dust Pan	pcs	4	₱ _____	₱ _____		
Liquid Hand Soap, 1 Liter	bottle	15	₱ _____	₱ _____		
Lot 3:						
Clip, Backfold, all metal, clamping: 25mm (-1mm)	box	25	₱ _____	₱ _____		
Clip, Backfold, all metal, clamping: 32mm (-1mm)	box	45	₱ _____	₱ _____		
Envelope, Mailing, White, 70 gsm, 500's	box	10	₱ _____	₱ _____		
Envelope, Mailing, White, 70 gsm with window, 500's	box	5	₱ _____	₱ _____		
Eraser, white, rasoplast, dust-free	pcs	30	₱ _____	₱ _____		
Glue, All purpose, 200 grams	pcs	10	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Note Pad, stick on, 50mm x 76mm (2" x 3") min	pad	35	₱ _____	₱ _____		
Note Pad, stick on, 76mm x 100mm (3" x 4") min	pad	35	₱ _____	₱ _____		
Note Pad, stick on, 76mm x 76mm (3" x 3") min	pad	35	₱ _____	₱ _____		
Paper Clip, vinyl/plastic coat, length: 33mm min	box	45	₱ _____	₱ _____		
Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	reams	459	₱ _____	₱ _____		
Permanent Marker, Black	pcs	5	₱ _____	₱ _____		
Permanent Marker, Blue	pcs	5	₱ _____	₱ _____		
Permanent Marker, Black, 12pcs/box	box	16	₱ _____	₱ _____		
Permanent Marker, Blue, 12pcs/box	box	9	₱ _____	₱ _____		
Pencil Sharpener, plastic	pcs	45	₱ _____	₱ _____		
Sharpener (double)	pcs	73	₱ _____	₱ _____		
SIGN PEN, black, 0.5mm	pcs	102	₱ _____	₱ _____		
SIGN PEN, blue, .05mm	pcs	78	₱ _____	₱ _____		
Stamp Pad	pcs	6	₱ _____	₱ _____		
Staple wire #35, standard	box	85	₱ _____	₱ _____		
Tape Masking, 24mm width: (±1mm)	roll	10	₱ _____	₱ _____		
Tape Masking, 48mm width: (±1mm)	roll	30	₱ _____	₱ _____		
Tape Packaging, 48mm	roll	25	₱ _____	₱ _____		
TOTAL AMOUNT IN FIGURES:				₱		
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: _____