



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 CARAGA

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP - SHOPPING for Office Supplies.**

Name of Project	General Administrative Support Service
Solicitation	ADN PR No. 2022-04-0045A
Location	PSA - Agusan del Norte
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Lot 1 (P62,716.01); Lot 2 (P1,552.97); Lot 3 (P2,207.92); Lot 4 (P2,644.18); Lot 5 (P14,732.85); Lot 6 (P872.59); Lot 7 (P1,783.26); Lot 8 (P668.58); Lot 9 (P137.21); Lot 10 (P2,650.79); Lot 11 (P2,405.32); Lot 12 (P313.32). TOTAL = P92,685.00
Date of Delivery	15 days after the delivery of P.O.

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 A.M on **May 25, 2022** at the Regional Statistical Services Office XIII, 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 DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- 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
<u>LOT 1:</u>						
Disposable Surgical Mask, 3ply, 50 pcs.	box	175	₱ _____	₱ _____		
Hand Soap, liquid, 500ml	bottle	4	₱ _____	₱ _____		
Hand Sanitizer, 500ml	bottle	8	₱ _____	₱ _____		
Alcohol, ethyl, 68% - 72 %, 500ml	bottle	272	₱ _____	₱ _____		
Alcohol, ethyl, 68% - 70%, 1 Gallon	gallon	5	₱ _____	₱ _____		
Toilet Tissue Paper, 2-ply sheets, 150 pulls	pack	4	₱ _____	₱ _____		
<u>LOT 2:</u>						
Broom, soft (tambo)	piece	6	₱ _____	₱ _____		
Dust Pan, non-rigid, plastic, w/detachable handle	piece	4	₱ _____	₱ _____		
Mophead, made of rayon, weight: 400 grams	piece	4	₱ _____	₱ _____		
<u>LOT 3:</u>						
Insecticide, aerosol type, net content: 600ml min.	can	3	₱ _____	₱ _____		
Cleaner, Toilet Bowl and Urinal, 900ml-1000ml cap	bottle	6	₱ _____	₱ _____		
Detergent Powder, all purpose, 1 kg	pack	6	₱ _____	₱ _____		
Disinfectant spray aerosol type, 400-550 grams	can	4	₱ _____	₱ _____		
Mop handle, heavy duty, aluminum, screw type	piece	4	₱ _____	₱ _____		
<u>LOT 4:</u>						
Notepad, stick-on, 50mm x 76mm (2" x 3")min	pad	6	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Notepad, stick-on, 50mm x 76mm (3" x 4")min	pad	8	₱ _____	₱ _____		
Notepad, stick-on, 76mm x 76mm (3" x 3")min	pad	8	₱ _____	₱ _____		
Record Book, 500 pages, Size: 214mm x 278mm	book	4	₱ _____	₱ _____		
Notebook, Stenographer, spiral, 40 leaves	piece	72	₱ _____	₱ _____		
LOT 5:						
Paper, Multi-Purpose, A4, 70gsm	ream	70	₱ _____	₱ _____		
Paper, Multi-Purpose, Legal, 70gsm	ream	55	₱ _____	₱ _____		
LOT 6:						
Glue, all purpose, gross weight: 200 gms	Jar	3	₱ _____	₱ _____		
Stapler, Standard type,load cap: 200 staples min	piece	3	₱ _____	₱ _____		
Staplewire,for heavy duty staplers, (23/13)	box	1	₱ _____	₱ _____		
Paper Clip, vinyl/plastic coat, length: 48mm	box	10	₱ _____	₱ _____		
LOT 7:						
Staplewire, Standard, (26/6)	box	12	₱ _____	₱ _____		
Tape, Transparent, width: 24mm	roll	8	₱ _____	₱ _____		
Tape, Transparent, width: 48mm	roll	3	₱ _____	₱ _____		
Tape, Packaging, width, 48mm	roll	6	₱ _____	₱ _____		
Clip, backfold, all metal, clamping: 32mm	box	14	₱ _____	₱ _____		
Clip, backfold, all metal, clamping: 50mm	box	14	₱ _____	₱ _____		
LOT 8:						
Sign Pen, black, liquid gel/ink, 0.5mm	piece	12	₱ _____	₱ _____		
Sign Pen, blue, liquid gel/ink, 0.5mm	piece	12	₱ _____	₱ _____		
Sign Pen, red, liquid gel/ink, 0.5mm	piece	6	₱ _____	₱ _____		
LOT 9:						
Pencil, lead with eraser, wood cased, hardness: HB	box	6	₱ _____	₱ _____		
LOT 10:						
File Tab Divider, bristol board, legal	set	5	₱ _____	₱ _____		
Envelope,documentary, A4 Size	box	1	₱ _____	₱ _____		
Envelope,documentary, Legal Size	box	1	₱ _____	₱ _____		
Envelope, Expanding Kraftboard, legal size	box	1	₱ _____	₱ _____		
LOT 11:						
Puncher, paper, heavy duty, with two hole guide	piece	3	₱ _____	₱ _____		
Calculator, compact. 12 digit	unit	5	₱ _____	₱ _____		
LOT 12:						
Philippine National Flag, 100% polyester	piece	1	₱ _____	₱ _____		
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: _____