



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, small value procurement for office supplies.

Name of Project	Office Supplies
Solicitation	17-12-278-CRASD
Location	Legazpi City
Brief Description	
Quantity	
Approved Budget for the Contract (ABC)	P 83,410.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **10:00 AM on December , 2017** at the **Administrative Division, 2nd Flr. Albay Capitol Annex Bldg. 1, Legazpi City**

ANABELLA D. BARQUILLA
RBAC Chairman

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 additional requirements within three days after the opening of bids or during post qualification.
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.

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Page 2

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
1. Dishwashing liquid	Btl	10			()	()
2. Doormat rubber big	Pc	5			()	()
3. Glass Cleaner big	Btl	24			()	()
4. Zonrox 1 gal.	Gal	10			()	()
5. Laundry Soap	Bar	10			()	()
6. Packaging Tape 2"	Roll	72			()	()
7. Scotch Tape 1"	Roll	72			()	()
8. Laminating Film-pls see attached Sample – 12 x 3000 microns	Roll	2			()	()
9. Sharpener HD	Pc	10			()	()
10. Time Card for bundy clock	Pc	500			()	()
11. Daily Time Record	Pc	500			()	()
12. Mood Board Blue short	Pack	30			()	()
13. White Board Marker black	Pc	30			()	()
14. Notebook 5 x 7, 80 leaves	Pc	30			()	()
15. Assorted colored paper long	Ream	10			()	()
16. Permanent Marker black	Pc	20			()	()
17. trash bin with cover big	Pc	10			()	()
18. Bond paper short 80 GSM	Ream	50			()	()
19. Plastic Certificate Holder-pls see attached sample	Pc	50			()	()
20. Padlock 40mm	Pc	10			()	()
21. Rechargeable Battery AA	Pc	20			()	()
22. Battery 2A	Pack	36			()	()
23. Battery AAA	Pack	36			()	()
24. Fluorescent Tube 40 watts with complete accessories	Set	24			()	()
25. Trash Bag big	Pack	30			()	()
26. Alcohol 70% solution	Btl	30			()	()
27. Insect killer	Can	24			()	()
28. Rugs	Kilo	10			()	()
29. Record Book 500 pages	Pc	10			()	()
30. Highlighter	Pc	24			()	()
31. Bond paper long – 80 GSM	Ream	50			()	()
32. Bond paper A4 – 80 GSM	Ream	50			()	()
33. Ring Binder 1/4	Pc	30			()	()
34. Ring Binder ½	Pc	30			()	()
35. Ring Binder 1"	Pc	30			()	()
36. Staple wire #35	box	40			()	()
xxxx						
For official use of PSA-RSSO V, Legazpi City				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: _____ Email Address:_____

Fax No. _____. Tel No.: _____ Cellphone No._____

Date: _____

LBP ACCOUNT NUMBER OF ESTABLISHMENT: _____