



Republic of the Philippines  
**Philippine Statistics Authority**  
Region V – Bicol

## 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 Camarines Sur with the following details:

<b>Name of Project</b>	Office Supplies for July to September AgStat Survey/Regular
<b>Solicitation</b>	2023-08-112-CS
<b>Location</b>	PSA Camarines Sur Provincial Statistical Office
<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 75,540.45
<b>Contract Duration</b>	Five (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 **9:00 am on September 6, 2023** at **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga City.**

  
**CECILLE A. BRIONES**  
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. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
  2. PhilGEPS Registration Number
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. Terms of Payment shall be made through check payable to the supplier.
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.

**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>Office Supplies for July to September AgStat Survey/Regular</b>						
<b>Office Supplies</b>						
Board paper, letter, 185gsm, 10pcs/pack, color: white	pack	20	P _____	P _____	( )	( )
Ballpen, black, ballpoint: 0.5mm	pc	250	P _____	P _____	( )	( )
Paper, Multi-purpose, 80gsm substance 24, size 210mm x 297 (A4)	ream	80	P _____	P _____	( )	( )
Pencil Lead with eraser, no 2	pc	250	P _____	P _____	( )	( )
Envelope, Long size, brown	pc	150	P _____	P _____	( )	( )
Sharpener, small metal, single	pc	100	P _____	P _____	( )	( )
Daily Time Record (DTR) form 48, 500/pack	ream	5	P _____	P _____	( )	( )
Correction tape	pc	20	P _____	P _____	( )	( )
Paper clip, vinyl/plastic coated, 33mm	box	15	P _____	P _____	( )	( )
Paper clip, vinyl/plastic jumbo, 50mm	box	30	P _____	P _____	( )	( )
<b>IT Supplies</b>						
Toner Cartridge, HP CE285a (HP85A), black	cart	10	P _____	P _____	( )	( )
Ink Epson, T774 black, 140ml	bottle	3	P _____	P _____	( )	( )
Ink Epson, 003, black 65ml	bottle	3	P _____	P _____	( )	( )
For official use of PSA-Camarines Sur			<b>Total</b>	P _____		
			<b>Grand 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: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

LBP Account Number of Establishment: \_\_\_\_\_

Date: \_\_\_\_\_

Do you have Mayor's/Business Permit ?  Yes  No

Philgeps Registration?  Yes  No

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Printed Name and Signature of Convasser: \_\_\_\_\_