



## 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 PSO Masbate with the following details:

<b>Name of Project</b>	<b>Procurement of Office Supplies for the 3rd Quarter 2023 (Regular)</b>
<b>Solicitation</b>	2023-09-080-MT
<b>Location</b>	PSO Masbate
<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 76,875.00
<b>Contract Duration</b>	15 days after receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00 pm on 26 September 2023** at the **PSA Masbate, 3rd Flr., Ten-7 Bldg., Mabini St., Masbate City.**

  
**CECILLE A. BRIONES**  
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. 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 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>Procurement of Office Supplies for the 3rd Quarter 2023 (Regular)</b>						
Paper, Multicopy, Legal, 80gsm, 500 sheets/ream	ream	80	P _____	P _____	( )	( )
Paper, Multicopy, A4, 80gsm, 500 sheets/ream	ream	95	P _____	P _____	( )	( )
Ballpen, black	pc	150	P _____	P _____	( )	( )
Sign Pen, red, liquid/gel ink, 0.5mm needle tip	pc	20	P _____	P _____	( )	( )
Pencil, lead with eraser	pc	150	P _____	P _____	( )	( )
Notebook, stenographer	pc	100	P _____	P _____	( )	( )
Envelope, brown, legal, 500 pieces/box	box	2	P _____	P _____	( )	( )
Fastener, Plastic, long size (70mm) 50 sets/box	box	10	P _____	P _____	( )	( )
Paper clip, vinyl/plastic coated, 50mm	box	30	P _____	P _____	( )	( )
Marker, Permanent, bullet type, black	pc	15	P _____	P _____	( )	( )
Biometric Fingerprint Scanner, USB Reader	unit	1	P _____	P _____	( )	( )
xxxxx			<b>Total</b>	P _____		
For official use of PSA Masbate				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 Canvasser: \_\_\_\_\_