



## 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>	Procurement of materials needed for the preparation of ISO-QMS Audit in PSO Masbate
<b>Solicitation</b>	2023-09-084-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 128,020.00
<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 **03 October 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 materials needed for the preparation of ISO-QMS Audit in PSO Masbate</b>						
Brown Folder, with tab, A4, 100pcs/pack	pack	5	P _____	P _____	( )	( )
Brown Folder, with tab, Legal, 100pcs/pack	pack	5	P _____	P _____	( )	( )
BINDING AND PUNCHING MACHINE, 50mm binding capacity, long size	Unit	1	P _____	P _____	( )	( )
Ring binder, 1 inch size	pc	30	P _____	P _____	( )	( )
File Box, Long Size, color blue	pc	25	P _____	P _____	( )	( )
File Box, Long Size, color yellow	pc	25	P _____	P _____	( )	( )
File Box, Long Size, color green	pc	45	P _____	P _____	( )	( )
File Box, Long Size, color red	pc	25	P _____	P _____	( )	( )
File Box, Long Size, color orange	pc	25	P _____	P _____	( )	( )
PVC cover, A4 size	ream	5	P _____	P _____	( )	( )
PVC cover, Long size	ream	5	P _____	P _____	( )	( )
Colored Paper, color red, short	ream	3	P _____	P _____	( )	( )
Colored Paper, color yellow, short	ream	6	P _____	P _____	( )	( )
Colored Paper, color green, short	ream	3	P _____	P _____	( )	( )
Colored Paper, color pink, short	ream	3	P _____	P _____	( )	( )
Colored Paper, color blue, short	ream	3	P _____	P _____	( )	( )
Sticker, A4 size	ream	4	P _____	P _____	( )	( )
Marker, Permanent, black (fine)	pc	15	P _____	P _____	( )	( )
Laminating Machine	Unit	1	P _____	P _____	( )	( )
Laminating Film, 100pcs/ream	ream	3	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 Convasser: \_\_\_\_\_