



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 Modes of Procurement in procuring Replenishment of Office Supplies with the following details:

Name of Project	Replenishment of Office Supplies
Solicitation	2023-11-118-AL
Location	PSA Albay Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 204,866.00
Contract Duration	Ten (10) days within receipt of Purchase Order

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on December 4, 2023** at **PSA Albay, Ground Flr. PSA Bldg., Regional Government Center, Rawis, Legazpi 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
Lot 1						
Envelope, brown, long	pc	2000	P_____	P_____	()	()
Envelope, plastic with handle, expanding	pc	50	P_____	P_____	()	()
Pencil, lead, #2	pc	50	P_____	P_____	()	()
Eraser	pc	50	P_____	P_____	()	()
Boardpaper, legal	pack	3	P_____	P_____	()	()
Staple wire, standard, #35	box	24	P_____	P_____	()	()
Sticker paper, 10 pcs per pack	pack	6	P_____	P_____	()	()
Notebook, spiral	pc	100	P_____	P_____	()	()
Pencil sharpener, two hole, metal	pc	50	P_____	P_____	()	()
Bondpaper, A4, gsm	ream	300	P_____	P_____	()	()
Bondpaper, legal, 80 gsm	ream	100	P_____	P_____	()	()
Scissors, 10 inches	pc	12	P_____	P_____	()	()
Spiral, 1/4"	pc	24	P_____	P_____	()	()
Spiral, 1/2"	pc	24	P_____	P_____	()	()
Post-it note film, sign here, 0.5" x 1.5"	pc	48	P_____	P_____	()	()
File folder, lever arch, legal	pc	48	P_____	P_____	()	()
Laminating film, 250 microns, 50 meters	roll	4	P_____	P_____	()	()
Paper clip, vinyl coated, 25 mm	box	48	P_____	P_____	()	()
Paper clip, vinyl coated, 50 mm	box	48	P_____	P_____	()	()
Binder clip, 50 mm	box	24	P_____	P_____	()	()
Lot 2						
Air freshener, 320ml, lemon scent	btl	12	P_____	P_____	()	()
Fabric conditioner, refill, 1.2 liter, antibac	btl	48	P_____	P_____	()	()
Multi-insect killer, odorless, 500ml	btl	12	P_____	P_____	()	()
Detergent powder, 1 kg	pack	48	P_____	P_____	()	()
Toilet deodorizer	pc	48	P_____	P_____	()	()
Car air freshener, liquid, 7 ml, lemon	btl	24	P_____	P_____	()	()
Tissue, facial, pull-out	box	48	P_____	P_____	()	()

Garbage bag, XS, transparent	pack	36	P _____	P _____	()	()
Garbage bag, Large, transparent	pack	36	P _____	P _____	()	()
Garbage bag, XL, transparent	pack	24	P _____	P _____	()	()
Laundry brush	pc	6	P _____	P _____	()	()
Sticky mouse board	pc	12	P _____	P _____	()	()
<i>Please see attached specifications For official use of PSA Albay XXXXX</i>			Total			
			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

Printed Name and Signature of Canvasser: _____