



**REQUEST FOR QUOTATION**  
RFQ No. 0712-2025-04-028  
22 April 2025


The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Shopping** for the Procurement of Lot 2 (Other Supplies) and Item 3 (Toner HP CE285A) for the Regular Office Supplies of the First Semester of 2025 (Establishment and AgStat Surveys).

Name of Project	Procurement of Lot 2 (Other Supplies) and Item 3 (Toner HP CE285A) for the Regular Office Supplies of the First Semester of 2025 (Establishment and AgStat Surveys)
Solicitation (If posted at the PhilGEPS)	0700-2025-04-036
Purchase Request No.	0712-2025-04-029
Location	PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Galleria St., Poblacion 2, Tagbilaran City, Bohol
Brief Description	Lot 2 - Other Supplies Item 3 - TONER CARTRIDGE, HP CE285A (HP85A), Black
Quantity	Please see page 3-4 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php 63,365.00
Contract Duration	3-5 days after receipt of PO
Date of Delivery	3-5 days after receipt of PO

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 29 April 2025, 5:00pm** through the address 3/F Galleria Luisa Bldg., Gallares St., Tagbilaran City, Bohol.

**Note:** Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact Ms. Maria Eden L. Macalos at telephone no. (038) 427-4361.

  
**EMMANUEL B. GALAB**  
SuSS / BAC Member

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC for each item/lot shall be disqualified.
- Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
- The Lowest Calculated and Responsive Bidder shall be informed immediately.

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "drawlots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:
- *Valid Mayor's/Business Permit*
  - *PhilGEPS Registration Number/Certificate*
  - *Income/Business Tax Return (for ABCs above P500K)*
  - *Omnibus Sworn Statement (for ABCs above P50K)*
14. 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.
15. Payment shall be made 15 to 30 days from submission of complete documentary requirements mentioned above (item no. 13) and billing statement. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

**IMPORTANT NOTES/INSTRUCTIONS:**

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
- 9. Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	<i>Approved Budget for the Contract (ABC) per unit</i>	<i>Unit Price (in Peso) Please indicate your offer/price here.</i>	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
<b>2</b>	<b>OTHER SUPPLIES</b>	<b>LOT</b>		<b>31,865.00</b>			( )	( )
2.1	ERASER, plastic/ rubber	piece	150	10.00			( )	( )
2.2	SIGN PEN, Extra Fine Tip Black	piece	42	26.00			( )	( )
2.3	SIGN PEN, Medium Fine Tip Black	piece	2	57.00			( )	( )
2.4	SIGN PEN, Extra Fine Tip Blue	piece	29	27.00			( )	( )
2.5	SIGN PEN, Medium Tip Blue	piece	10	57.00			( )	( )
2.6	CLIP, backfold, 19mm	box	16	20.00			( )	( )
2.7	CLIP, backfold, 25mm	box	7	30.00			( )	( )
2.8	CORRECTION TAPE, 8 meters	piece	8	12.00			( )	( )
2.9	FOLDER, pressboard, 100 pieces per box	box	1	1,400.00			( )	( )
2.1	STAPLER, standard type	piece	2	145.00			( )	( )
2.11	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	3	40.00			( )	( )
2.12	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	33	210.00			( )	( )
2.13	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	53	230.00			( )	( )
2.14	BALLPEN, black, liquid or gel, 0.5mm needle type	piece	317	10.00			( )	( )
2.15	PLASTIC FASTENER	box	2	40.00			( )	( )
2.16	STORAGE BOX	piece	1	1,000.00			( )	( )
2.17	Sharpener, single hole, metal	piece	150	10.00			( )	( )
2.18	Folder Long, ordinary, white	piece	50	10.00			( )	( )
<b>3</b>	<b>TONER CARTRIDGE, HP CE285A (HP85A), Black</b>	<b>cart</b>	<b>7</b>	<b>4,500.00</b>			( )	( )
	<b>Point of Delivery :</b>							
	Ms. Jessamyn Anne C. Alcazaren Chief Statistical Specialist PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion, Tagbilaran City						( )	( )
	<i>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</i>						( )	( )
	<i>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</i>						( )	( )
	The <b>PSA STRICTLY</b> adopts the " <b>NO GIFT POLICY</b> " for all officials and employees. No official and employee shall receive any gift in consideration of improper exercise of official functions.							
	<b>TOTAL AMOUNT IN WORDS :</b>							


Other Requirements:

**Terms of Payment:**

*Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

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 \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if **VAT or NON-VAT**) \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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