REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, Small Value Procurement for **Office Use Supplies.**

Name of Project	General Administrative Support Service
Solicitation	PR No. 2017-11-0133
Location	PSA, Agusan del Norte, Butuan City
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱181,350.60
Contract Duration	____ days upon receipt of Purchase Order

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than 8:00 am on _____ at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino, Avenue, Butuan City.

For: PRESA P. VILLARINA

BERNADETH I. BONACHITA
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. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
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. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
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.

Item/s and specifications (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Item 1: Battery, size AA, Alkaline, 2 pcs/pack	pack	24	₱_____	₱_____		
Item 2: Battery, size AAA, Alkaline, 2 pcs/pack	pack	12	₱_____	₱_____		
Item 3: Clip, back fold, 25mm, 12 pcs/box	box	12	₱_____	₱_____		
Item 4: Clip, back fold, 50mm, 12 pcs/box	box	12	₱_____	₱_____		
Item 5: Correction Tape, 6 meters	piece	24	₱_____	₱_____		
Item 6: Envelope, Expanding, Kraft board, Legal	box	1	₱_____	₱_____		
Item 7: Envelope, Expanding, plastic with handle	piece	100	₱_____	₱_____		
Item 8: Envelope, mailing, white, 70 gm., 500 pcs	box	2	₱_____	₱_____		
Item 9: Eraser for pencil, rasoplast	piece	150	₱_____	₱_____		
Item 10: Fastener, plastic, colored, 50 sets/box	box	24	₱_____	₱_____		
Item 11: Folder, Tagboard, Legal, 100 pcs/pack	pack	10	₱_____	₱_____		
Item 12: Glue, all purpose, 300 gms.	jar	2	₱_____	₱_____		
Item 13: Marker, permanent, Broad type, black	doz./box	10	₱_____	₱_____		
Item 14: Bookpaper, Short, Sub. 20	ream	60	₱_____	₱_____		
Item 15: Paste, water well paste	piece	6	₱_____	₱_____		
Item 16: Paper clip, Gem type/jumbo, 48mm	box	24	₱_____	₱_____		
Item 17: Marker, Fluorescent, 3 colors per set	set	6	₱_____	₱_____		
Item 18: Push Pin, flat head type, assorted color	box	2	₱_____	₱_____		
Item 19: Map Pin, round, 100 pcs/case	case	2	₱_____	₱_____		
Item 20: Shoelace, Long	piece	100	₱_____	₱_____		
Item 21: Mygel refill, Blue	dozen	1	₱_____	₱_____		
Item 22: Columnar Book, 4 olumns	piece	4	₱_____	₱_____		
Item 23: Rollerball refill, 0.5, Parker	piece	32	₱_____	₱_____		
Item 24: Ballpen, Blue, pilot	piece	100	₱_____	₱_____		
Item 25: Ballpen, Black, pilot	piece	100	₱_____	₱_____		
Item 26: Ballpen, Red, pilot	piece	24	₱_____	₱_____		
Item 27: Ballpen, Green, pilot	piece	12	₱_____	₱_____		
Item 28: Sharpener, for pencil, plastic	piece	100	₱_____	₱_____		
Item 29: Clipboard	piece	30	₱_____	₱_____		
Item 30: Certificate Holder	piece	50	₱_____	₱_____		
Item 31: PVC Cover, Long	piece	24	₱_____	₱_____		