



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 Supplies for 2017 Listing of Farm Households (LFH).

Name of Project	2017 Listing of Farm Households (LFH)
Solicitation	RSSO PR No. 2017-06-0104
Location	PSA RSSO, Butuan City
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱ 62,848.00
Contract Duration	Within 10 days after receipt of Purchase

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 am on June 20, 2017 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
 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: Bond Paper (A4, 8.27" x 11.69") Copy and Laser Copy Paper, 80 GSM	Ream	-190-	₱ _____	₱ _____		
Item 2: Bond Paper (Short, 8.5" x 11") Multi-Copy Paper, 80 GSM	Ream	-30-	₱ _____	₱ _____		
Item 3: Bond Paper (Long, 8.5" x 13") Multi-Copy Paper, 80 GSM	Ream	-30-	₱ _____	₱ _____		
Item 4: Permanent Marker, Branded, Black, Xylene Free (Fine)	Piece	-190-	₱ _____	₱ _____		
Item 5: Pencil, Branded, Lead with Eraser, No.2	Piece	-190-	₱ _____	₱ _____		
Item 6: Ballpen, Branded, Black	Piece	-114-	₱ _____	₱ _____		
Item 7: ID Lace, preferably with green cord	Piece	-114-	₱ _____	₱ _____		
Item 8: ID Jacket (Plastic, standard size)	Piece	-114-	₱ _____	₱ _____		
Item 9: Scotch Tape, Branded, Transparent, 24mm, 50 meters	Piece	-100-	₱ _____	₱ _____		

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 of authorized representative/Signature:

Position: _____

Name of Company: _____

Address: _____ Email _____

Address: _____ Fax No. _____

Tel No. _____ Cellphone No. _____

Date: _____

REGIONAL STATISTICAL SERVICE OFFICE XIII (Caraga Region)

Freeman Building, J.C. Aquino Avenue, Butuan City 8600

Telephone: (6385) 2255219 • Telefax: (6385) 3425764 • E-Mail: psacaraga_rssso13@yahoo.com.ph