



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, Shopping for Various Office Supplies for 3<sup>rd</sup> Quarter 2017.

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	SDN PR No. 2017-06-0063
<b>Location</b>	PSA-SDN, Surigao del Norte
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	₱ 98,599.00
<b>Contract Duration</b>	Ten (10) days upon receipt of Purchase Order (PO)

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 July 12, 2017 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

**MELCHOR B. BAUTISTA**  
 RBAC Chairperson

**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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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.
- 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.
- 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.
- 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: Original HP 85A	Cart	-30-	₱ _____	₱ _____		
Item 2: Brother Toner DR 2125	Cart	-2-	₱ _____	₱ _____		
Item 3: Original HP 35A	Cart	-6-	₱ _____	₱ _____		
Item 4: HP Ink #703 Tri-color	Piece	-3-	₱ _____	₱ _____		
Item 5: HP 932 Black Original Ink Cartridge	Piece	-3-	₱ _____	₱ _____		
Item 6: HP 933 Magenta Original Ink Cartridge	Piece	-3-	₱ _____	₱ _____		
Item 7: HP 933 Cyan Original Ink Cartridge	Piece	-3-	₱ _____	₱ _____		
Item 8: HP 933 Yellow Original Ink Cartridge	Piece	-3-	₱ _____	₱ _____		
Item 9: Brother Toner TN3320	Piece	-2-	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

**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: \_\_\_\_\_