



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (CARAGA)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Supplies for Operations of the 2022 Community-Based Monitoring System (CBMS) Geotagging and Processing of Service Institutions and Infrastructure, Government Projects, and Natural Resources (Lot 2) and Supplies for Statistical, general administrative, facilities management, procurement, CR, HR, accounting & budget use. general administrative, facilities management, procurement, CR, HR, Accounting, Budget and PhilSys Use (Lot 3)**

<b>Name of Project</b>	2022 Community-Based Monitoring System (CBMS) Geotagging and Processing of Service Institutions and Infrastructure, Government Projects, and Natural Resources  Supplies for Statistical, general administrative, facilities management, procurement, CR, HR, accounting & budget use. general administrative, facilities management, procurement, CR, HR, Accounting, Budget and PhilSys Use
<b>Solicitation</b>	RSSO RFQ No. 2023-04-001
<b>Reference Number</b>	RSSO PR No. 2023-03-107 (Lot 2) RSSO PR No. 2023-03-105 (Lot 3 & 4)
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Specification/Table below
<b>Quantity</b>	Refer to table below
<b>Mode of Procurement</b>	Shopping
<b>Approved Budget for the Contract (ABC)</b>	Lot 2: Php 14,775.00 Lot 3: Php 5,880.00 Lot 4: Php 33,600.00
<b>Date of Delivery</b>	20 days after receipt of Purchase Order

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on **April 17, 2023** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

*m. lis*  
**BERNADETH I. BONACHITA**  
 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 **Municipal and business permit, BIR Certificate of Registration, 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 specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>2022 Community-Based Monitoring System (CBMS) Geotagging and Processing of Service Institutions and Infrastructure, Government Projects, and Natural Resources</b>  <b>Supplies for Operation</b>						
<b>Lot 2:</b>						
Bondpaper, A4 (8.3" x 11.7"), 80 gsm	ream	42	₱ _____	₱ _____		
Pencil, Lead No. 2, medium yellow, woodclined complastic lead	piece	50	₱ _____	₱ _____		
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12 pcs/box	box	5	₱ _____	₱ _____		
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12 pcs/box	box	5	₱ _____	₱ _____		
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12 pcs/box	box	5	₱ _____	₱ _____		
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12 pcs/box	box	5	₱ _____	₱ _____		
Disposable Mask, 3 ply, 50 pcs/box	box	29	₱ _____	₱ _____		
<b>Supplies for Statistical, general administrative, facilities management, procurement, CR, HR, accounting &amp; budget use. general administrative, facilities management, procurement, CR, HR, Accounting, Budget and PhilSys Use</b>						
<b>Lot 3</b>						
Correction Tape	pcs	48	₱ _____	₱ _____		
Transparent Tape 1"	roll	36	₱ _____	₱ _____		
Sign Pen -Blue	pcs	24	₱ _____	₱ _____		
Paper Clip-Vinyl Coated, 33mm	box	48	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 4</b>						
Brooms-Soft (Tambo)	pcs	12	₱ _____	₱ _____		
Toilet Bowl Cleaner, 1 liter	bot	24	₱ _____	₱ _____		
Glass Cleaner, 1 liter	bot	24	₱ _____	₱ _____		
Detergent Powder, 1 kilo/pack	pack	24	₱ _____	₱ _____		
Insecticide Killer, 500 ml (330grams)	can	24	₱ _____	₱ _____		
Trash Bag/Garbage bag- black, large, 100 pcs/pack	pack	6	₱ _____	₱ _____		
Alcohol, Ethyl 70% solution, scented, gal.	gal	12	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				₱ _____		
<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: \_\_\_\_\_

EmailAddress: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

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