



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 alternative mode of procurement, **Shopping on Supplies for Accounting and Administrative use.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>RSSO PR No. 2020-09-187</b>
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Lot 1: Php 64,785</b>
<b>Date of Delivery</b>	10 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 **November 9, 2020** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**MELCHOR B. BAUTISTA**  
RBAC Vice 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, Tax Clearance, BIR Certificate of Registration 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 specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 1:</b>						
Ballpen	pcs	100	₱ _____	₱ _____		
Note pad, stick on 2" x 3"	pad	12	₱ _____	₱ _____		
Note pad, stick on 3" x 3"	pad	12	₱ _____	₱ _____		
Paper, Multipurpose (copy) 70gsm, A4	ream	150	₱ _____	₱ _____		
Record Book, 300 pages	pcs	12	₱ _____	₱ _____		
Battery dry cell, AA, 2pcs per blister pack	pack	6	₱ _____	₱ _____		
Battery dry cell, AAA, 2pcs per blister pack	pack	6	₱ _____	₱ _____		
Glue, all purpose, 200 grams	jar	6	₱ _____	₱ _____		
Staple Wire, Standard no. 35	box	24	₱ _____	₱ _____		
Stapler, with remover	pcs	3	₱ _____	₱ _____		
Tape, Transparent, width 24mm	roll	24	₱ _____	₱ _____		
Tape, brown - packaging, width 48mm	roll	24	₱ _____	₱ _____		
Masking Tape width 24mm	roll	24	₱ _____	₱ _____		
Clip backfold, all metal clamping 1 inch	box	6	₱ _____	₱ _____		
Clip backfold, all metal clamping 1 1/2 inches	box	6	₱ _____	₱ _____		
Clip backfold, all metal clamping 2 inches	box	6	₱ _____	₱ _____		
Folder, Expnading, legal size: 100pcs/pack	pack	1	₱ _____	₱ _____		
Folder, Ordinary, Legal size, 100 pcs/pack	pack	3	₱ _____	₱ _____		
Folder, Ordinary, Short size, 100 pcs/pack	pack	2	₱ _____	₱ _____		
Envelope Brown, legal size, 100pcs/pack	box	1	₱ _____	₱ _____		
Envelope Brown, short size, 100pcs/pack	box	1	₱ _____	₱ _____		
Envelope, mailingm white, with window	box	1	₱ _____	₱ _____		
Envelope, mailingm white, standard	box	1	₱ _____	₱ _____		
Fastener, plastic, 70mm	box	12	₱ _____	₱ _____		
Signpen	pcs	24	₱ _____	₱ _____		
Signpen refill, my gel	pcs	48	₱ _____	₱ _____		
Canon Board - A4, 10pcs/pack, White	pack	10	₱ _____	₱ _____		
Canon Board - Short, 10pcs/pack, White	pack	10	₱ _____	₱ _____		
Canon Board - Legal, 10pcs/pack, White	pack	10	₱ _____	₱ _____		
PVC Cover, A4, 100 pcs/pack	pack	2	₱ _____	₱ _____		

PVC Cover, short, 100 pcs/pack	pack	2	₱ _____	₱ _____		
PVC Cover, Legal, 100 pcs/pack	pack	2	₱ _____	₱ _____		
Ringbinder, plastic, 3/4	pcs	12	₱ _____	₱ _____		
Ringbinder, plastic, 1/2	pcs	6	₱ _____	₱ _____		
Arch File, 3 inches, Blue	pcs	100	₱ _____	₱ _____		
Index tab, Self Adhesive, Transparent	box	6	₱ _____	₱ _____		
Marker, Permanent	pcs	12	₱ _____	₱ _____		
Paper clip, vinyl plastic coat, gem type, 32mm 100pcs/box	box	24	₱ _____	₱ _____		
Paper clip, vinyl plastic coat, jumbo , 100pcs/box	box	24	₱ _____	₱ _____		
Puncher, paper, heavy duty	pcs	3	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				<b>₱</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: \_\_\_\_\_